

SEFTON SECONDARY SCHOOL ADMISSIONS INFORMATION FOR PARENTS AND CARERS 2016-2017

Closing Date 31 October 2015



Apply online
www.sefton.gov.uk/admissions



Sefton Council 

You can apply for a place online

Why should I apply online?

- It's quick and easy – your application will be recorded automatically and once you have submitted the application, you will receive an email confirming submission of your application.
- It's convenient – you can apply 24 hours a day, 7 days a week. You can start an application and finish it later. You can make changes at any time up to the closing date of 31 October 2015. Every time you re-submit the online application, you will receive an email confirming the status of the application.
- It's secure – the system has a series of features to ensure others do not see information they are not entitled to see.

How do I apply online?

- You will receive a letter containing a unique reference number for your child that should be used for completing your online application.
- Read this booklet for information about schools in the Sefton area and visit individual school websites.
- You will need access to the Internet and an email account.
- Just go to **www.sefton.gov.uk/admissions** and follow the instructions.
- If you do not have internet access, a paper application is available at the back of this booklet.

Please contact us if you would like:-

- Support with translating this booklet
- Large print version
- Braille version • Audio version

The School Admissions Team,
Schools and Families,
Town Hall, Oriol Road,
Bootle L20 7AE.

Tel: 0845 140 0845

Email: admissions@sefton.gov.uk

The closing date
for applications is
31 October 2015

Sefton Council 



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Dear Parent/Carer

We have prepared this booklet to provide you with information regarding secondary education in Sefton.

I hope you will find the information useful when making your decision about your child's move from Primary to Secondary education.

The information in the booklet is about schools and services for which Sefton Local Authority, is responsible. It does not include information about Independent (Private) Schools, such schools have to be approached direct.

As a parent you have a right to state on your application form which schools you would prefer your child to attend. Every effort will be made to meet your wishes and in most cases this will be possible. I hope parents will understand, however, that this cannot be absolutely guaranteed, because certain schools will be unable to admit all the children who request places. In other words, schools can be "full." I am sure you will understand that we have a duty to all parents and children to ensure that the standard of education provided at a school is not put at risk by, for example, overcrowding. Each school therefore has a limit for the number of places it can allocate at the age of 11+. This is called the Admission Number. You will find this number in the details for each school in Section B of this booklet. This is the number of places available in order to comply with the School Standards and Framework Act 1998 (amended by the Education Act 2002).

In some areas popular schools are oversubscribed however, in 2015, over 92% of applicants were allocated one of their preferred choices. We have included in Section B, the number of parents who named the school as a preference in the previous year and how many applicants were admitted under each admission criterion. This information should help you establish under which criteria your application would be considered. We have also included the home to school distance for the last place that was allocated for oversubscribed Community, Academy and Free Secondary schools in 2015.

Section A - of this booklet sets out a list of Sefton Schools and Key information regarding the educational System and applications process

Section B - provides the Admissions criteria for Sefton Secondary Schools.

Section C - gives you information on Education Establishments with entry at Year 10 and Sixth Form

Section D - gives you all the information regarding Sefton's Home to School Transport Policy.

Section E - gives you other information which you may find helpful, your right to appeal under the School Standards and Framework Act 1988, and details of additional support that may be available to school children.

Section F - gives you a glossary to explain any terms that are used in this booklet.

I hope you will find this booklet useful and I would recommend that you use Sefton's online application process to apply for your child's school place. If you have any questions or need any more information or advice, please do not hesitate to contact the Admissions Team (contact details can be found on the next page).

If your child is not going to a school in Sefton at the moment, please contact us for more information and advice.

Yours sincerely



Colin Pettigrew
Director of Childrens Services

September 2015

Introduction

This booklet is designed to support you through the process of applying for a Secondary School place. It explains how the process works, what your rights as a parent or carer are and how to appeal if you are not offered a place at one of your preferred schools.

Please read this booklet carefully and if you have any queries please contact the School Admissions Team directly who will assist and offer impartial information and advice relating to the process and the schools.

The closing date for applying for a Secondary School place is **31 October 2015**.

Apply online at www.sefton.gov.uk/admissions between 1 September and 31 October 2015

If you do not have access to the internet and cannot apply online you can also apply using a paper application form which can be found at the back of this booklet and must be returned to your child's current Primary School, before **31 October 2015**.

The School Admissions Team can be contacted at:

Schools Regulatory Services
Town Hall
Oriol Road
Bootle
L20 7AE

Tel: 0151 934 3590

Email: admissions@sefton.gov.uk

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Section A – Making your application

TIMETABLE FOR APPLICATIONS FOR SECONDARY SCHOOL ADMISSIONS

Date	Information
September/October 2015	Parents will receive a letter regarding the Secondary Application process. Parents contact/visit Sefton Secondary Schools and attend Open Evenings
31 October 2015	Closing date for all applications Paper applications must be submitted to your child's current Primary School
31 October 2015	Return Supplementary Information Form to relevant faith schools (See page 10)
4 February 2016	Final date for applicants who have moved house, to submit proof that the house move has taken place, in order for this to be considered as part of the 1 March allocation process. Final date for applicants to submit requests for a change of preference or change of circumstances, in order for this to be considered as part of the 1 March allocation process.
1 March 2016	Secondary Allocation Day We will send you notification of which school has been offered to your child on this date. We will automatically consider the place as being accepted, unless you complete and return the decline slip which will be enclosed with the offer letter.
Received between 5 February & 1 March 2016	Late Applications Late applications will be considered and an offer of a place will be made by 11 March 2016 (see page 12)
Late Applications Received after 1 March 2016	An offer of a place will normally be made within 10 working days and will be dealt with in order of the date they are received by the Admissions Team
31 March 2016	Please return any appeal forms by this date
Summer Term 2016	Appeal hearings will take place

Key Information

Children transfer from primary to secondary schools in the September after their 11th birthday. Children whose birthdays fall between 1 September 2004 and 31 August 2005 will start secondary school in September 2016. Children who are born on dates outside this period can only be considered in exceptional circumstances.

Co-ordination of Admission Arrangements

The Education Act 2002, requires all local authorities to have a co-ordinated admissions scheme which includes all schools within the authority.

This will ensure that every parent will receive one offer of a school place on the same day (1st March national allocation date for secondary schools). The Local Authority will co-ordinate the admission arrangements using an Admission Application process, whereby parents can express three preferences in their preferred order for schools and add reasons for those preferences if they wish.

SEFTON ADMINISTERS AN EQUAL PREFERENCE ADMISSIONS SCHEME

All preferences expressed for a Sefton primary school on the admission application form will be considered using an **Equal Preference Scheme**. All Schools in Sefton have agreed this scheme.

This means that your child will be considered for a place at each school named on your application using individual admissions criteria for that school irrespective of whether it is your 1st 2nd or 3rd preference on the application form. Your application is then ranked against the admissions criteria for each school. Please refer to the paragraph on page 12 explaining how we work out which school to offer your child.

Arrangements for children with Special Educational Needs

In accordance with the SEN code of practice it is anticipated that the majority of pupils with special educational needs will be able to have their needs met within their local mainstream school.

In addition to this within Sefton, some mainstream schools have specialist resourced provision for pupils with additional needs. There are also a number of Special Schools that cater for pupils with more complex needs.

In general, an Education, Health and Social Care Needs Assessment, in line with the Education Act 1996, would need to be carried out for a child likely to require a specially resourced or special school placement. The views of parents and where appropriate, the child are taken into account during the assessment.

Detailed information can be found online www.sefton.gov.uk/localoffer

You can also get further information from : Assessment, Resource & Provision Planning Team, Ainsdale Hope Centre, Sandringham Road, Ainsdale, PR8 2PJ. Telephone:- 0151 934 2347

All Sefton Secondary Schools will meet their legal obligation to admit a pupil who has an Education, Health and Care Plan where the school is named in the plan.

You can get impartial advice and support on special educational needs issues from Sefton Special Educational Needs and Disability Information Service (SENDIASS).

Information is available on line: www.seftondirectory.co.uk/localoffer

Address:- SENDIASS, Redgate Annex, Redgate, Formby, Liverpool, L37 4EW

Telephone:- 0151 934 3334

Email:- seftonsendiass@sefton.gov.uk

Types of Secondary Schools in Sefton

Community Schools

This means that they are managed by the Local Authority. Religious education does not follow the distinctive ethos (beliefs and attitudes) and practices of any one particular church or religion. The Local Authority is responsible for admissions to these schools.

Voluntary Aided Schools

Some secondary schools are voluntary-aided schools. All the Catholic Secondary Schools in Sefton plus St Michael's Church of England High School are Voluntary Aided. This means that they are managed by a church authority, although the Local Authority meets most of the running costs of the school. Religious education is under the general control of the governors and will be in line with the distinctive ethos, religious beliefs, culture and practices of the church the particular school is associated with. The governors are responsible for admissions, in line with arrangements agreed with the Local Authority, with the exception of St Michael's CE High School, where the Local Authority administers the admissions on behalf of St Michael's Governing Body.

Academies

Academies are independently managed, all ability schools set up by sponsors from business, faith or voluntary groups in partnership with the Department for Education. Together they fund the land and buildings, with the government covering the running costs. An Academy is responsible for admissions to the school and therefore determine their own admissions criteria.

Free Schools

Schools that are set up by groups of parents, teachers, charities, businesses, universities, trusts, religious or voluntary groups. They are funded directly by central Government.

Age Range

All secondary schools in the borough admit pupils up to the age of 16, and provide a wide range of curriculum choices usually up to GCSE level. Other National qualifications may also be available. Details relating to education for young people aged 14 and over in each area of Sefton are set out in Section C of this booklet.

Independent Schools

Sefton Local Authority does not administer admissions to any Independent schools. If you want your child to go to an independent school, you must apply to the school direct.

Where to get further information about Sefton Schools

If you want information relating to a particular school, the school's individual website is a good place to start. Forthcoming open evenings may also be advertised here. The school's prospectus may also be available online and can also be requested from the school free of charge. The prospectus usually contains information regarding the demand for places at the school in the previous year, subjects offered, how classes are organised and out-of-school activities.

If you want to visit a particular school, please contact the school directly. Contact details for all Sefton Secondary Schools can be found in Section B.

Open evenings

Most secondary schools hold open evenings usually during the Autumn term so that pupils, and their parents or carers, may visit schools before completing the Admissions Application Form. Parents and carers should contact the schools directly for more information regarding the dates and times of open evenings.

Information is also available from the following sources:

- You can access Ofsted reports, obtain an overview of a school and their performance scores at www.gov.uk/find-school-in-england
- ACE Education Advice & Training Information Service. This is a small organisation staffed by volunteers who can provide independent advice and information to parents on state funded education in England for children aged 5-16 years. Website: www.ace-ed.org.uk
Telephone: 0300 0115 142 (lines open Mon-Wed, 10am – 1pm, term time only)

Before you apply for a school place

- Consider how your child will travel to and from school (The Home to School Transport Policy can be found on page 49)
- Read the admissions criteria for the schools you are considering – see section B - to establish under which criteria your application would be considered. You can also see how many applicants in each category were admitted the year before
- Decide which schools you want to list on your application form

How to apply for a Secondary School Place

You should apply online to the Local Authority where you live

- You should only apply to Sefton if you live in the Sefton area, even if you want to apply for a school in another Local Authority's area.
- If you live outside the Sefton area, you should apply to your own local authority even if you want to apply for a place at a school in Sefton. You should include it on that application form. There is a list of the neighbouring local authorities and their contact details on page 11 of this booklet.

Apply Online

We recommend that you apply on-line at: www.sefton.gov.uk/admissions

If your child attends a Sefton primary school, you will receive a letter containing a unique reference number for your child (called a UID number). You should use this reference number to apply online.

Using the UID number will speed up the online application process as the system will automatically insert your child's personal details and current school details into the application for you.

If you do not have the UID number you can still apply online.

You can access the online system 24 hours a day, 7 days a week from 1 September 2015 until midnight on the closing date of 31 October 2015.

Completing your application for a school place

The online system is quick and easy to use, there is no risk of your application being lost in the post. You can change your application up to the closing date and you will receive confirmation via email that your application has been started or changed, however, in order to ensure your application is received by us, you must press the submit button each time you make a change, and before the closing date.

You will receive confirmation that your application has been submitted via email.

NB If you do not press “submit”, your application will not be completed and will not be received by the Local Authority.

If you do not have access to the internet you can also apply on paper using the Admission Application Form located at the back of this booklet.

If you require a paper copy of the booklet and form, please contact the School Admissions Team on 0151 934 3590 to request one.

You must return your completed paper application form to your child’s primary school or by post to the Admissions Team at Bootle Town Hall **by 31 October 2015**.

Please read the notes below and the relevant pages in section B for details of admission arrangements for each Sefton Secondary School before you list your preferences on the form.

- When you make your application we ask you to name up to three schools you would like your child to attend. You should list these in the order you most prefer - these are your preferences.
- We strongly advise you to name more than one school. This is so the Local Authority can consider other preferences which may be acceptable to you, where it is not possible to offer your highest preferred school, if that school is over-subscribed.
- Admissions to Community, Academy, and Free Schools in Sefton are based on either catchment areas, ‘contributory or feeder’ primary schools, or distance from home to the school. This means that each secondary school is linked to either the child’s home address or certain primary schools.
- Admission to St Michael’s Church of England High School is based on contributory primary schools and residence in the Diocese of Liverpool.
- Admissions to Catholic Secondary Schools in Sefton are based on contributory parish areas and feeder primary schools.
- Please note that if you do not name a particular Secondary School on your application form you will not be considered for a place there.
- We can only offer places at any school up to the schools individual published admission number.
- Sometimes there are more applications for a school than the number of places available. This is what we mean when we say a school is over-subscribed. We therefore recommend that you name more than one school on the application form, so you can be considered for a place at other preferred schools, if it is not possible to allocate a place at your highest preferred school.
- Please do not repeat the name of one school on your application as this will not improve your chances of getting a place. Neither will naming only one school.
- If you live in Sefton and we cannot offer your child a place at any of your preferred schools, we will allocate your child a place at the nearest qualifying Secondary School to your home address with a place available. In the case of Catholic children it will be the qualifying Voluntary Aided Secondary School, with places available which serves the Parish in which you reside. If you do not live in Sefton and we cannot offer your child a place at any of your preferred schools, we will refer you to your own local authority, who will be responsible for allocating your child a place at a Secondary school in your area.
- If you reside in Sefton and do not complete an Admission Application Form we will allocate your child a place at the nearest school to your home with a place available, after giving priority to those families who did complete an application form.

Home Address

- It is essential that you give the correct permanent home address. This must be where the child and parent or carer with legal responsibility lives. You should not give the address of a relative or childminder or a temporary address. **We may require proof of the address given**, and you will be contacted directly if this is required. The Local Authority also reserves the right to request further proof of an address as fit the individual circumstances. If it is found that a false address has been used to secure a place, we can withdraw the place that was offered to your child on the basis of a fraudulent or intentionally misleading application.
- In the exceptional cases where a child lives with parents who have shared responsibility, the address of the parent who receives child benefit will normally be used if the child's time is split between two homes. The Local Authority reserves the right to request further proof, in order to establish the home address, as fit the individual circumstances.
- In cases where parents are separated and both have retained joint responsibility, an application form will be accepted from the one parent who is in receipt of the child benefit and with whom the child primarily resides. The Authority cannot intervene where disputes or disagreements arise between parents in relation to an application that has been submitted.
- The address you give us should be your child's current home address. This applies even if you might move house, at a later date (see moving house below).
- We can only process applications from one address. If your child lives at another address from you or with another parent/carer from Monday to Friday, please provide the Parental Responsibility Order or Residence Order for the person the child lives with.

Please note that if we have written to you requesting documentary evidence of your child's address and we do not receive a response, we will not be able to consider your request.

Moving House

You must still apply by **31 October 2015** from your child's current home address.

We will consider the change of address if we receive it by **5 February 2016** with proof that you have moved. We will not take into account the fact you are moving to another address without a solicitor's letter confirming that contracts have been exchanged and signed on the property or that you have a long term tenancy of at least 6 months, together with evidence that you are residing at the property. The evidence of house purchase (exchange of contracts) or long term tenancy, and independent evidence which confirms you are residing at your new address, must be received by the Local Authority by **5 February 2016** or we will not be able to take the new address into account for allocation purposes. You may also be asked to provide evidence of the disposal of your previous property.

Requests due to changes of address that we receive after **5 February 2016** but before **1 March 2016**, will only be dealt with after **1 March 2016** along with any other requests in the date order that it is received.

NB Children of UK Service personnel (UK armed forces)

For families of service personnel with a confirmed posting or crown servants returning from overseas, the Local Authority will accept the posting or return address in advance and allocate a school place (where there is a place available) prior to the family arriving. An official letter will be required declaring relocation date and address.

Voluntary Aided Faith Schools – Supplementary Information Form (SIF)

- **In addition to completing the Local Authority Admission Application Form, you will also have to complete a Supplementary Information Form for each Voluntary Aided Faith school you have listed as a preference on the Application Form. It is very important that you do both. If you only complete the Local Authority form your application cannot be fully considered by the relevant Faith School.**
- **You should contact the Voluntary Aided school to obtain a Supplementary Information Form and the completed form should be returned to the school direct. Alternatively you may be able to download a form from the school's own website.**
- **The Governing Body of the school uses the information on the Supplementary Information Form to apply their admissions criteria. The information you give on the form helps the Governors to assess under which criterion your application will be considered - eg Baptised Catholic living in Parish.**

If you have any questions, please remember that we will help you if you are not sure about filling in the form or need any other help or advice you can contact the Admissions Team.

Places in schools maintained by other Local Authorities

Most pupils that live in Sefton will usually want to go to a Secondary school in Sefton. However, you may ask for a place for your child at a maintained school outside Sefton, particularly if you live near a boundary with another Local Authority. If you want to apply for a school outside Sefton, please include it on your Sefton admission application form. Sefton will automatically send your application to the Local Authority where the schools are located, for them to process it in line with their co-ordinated admissions scheme.

If you have expressed preferences for schools in more than one Local Authority, the authorities will coordinate the results once the decisions have been made. If more than one authority can offer a place, the highest-preferred school on the individual admission application form will be offered. Wherever possible, within the timescales before 1 March 2016, authorities making a lower offer will withdraw their place.

If you want to appeal for a higher preferred school, which has not been offered, you may do so.

You should contact the School Admissions Team of the appropriate Local Authority for more details.

Contact details for neighbouring Local Authorities can be found below.

Other Local Authorities may have different timetables for processing applications. It is important to check carefully how their procedures may affect you. If your child is given a place in a school outside of Sefton, we will not necessarily pay their travelling costs. (See section D, 'Home to School Transport Arrangements'.)

Arrangements for pupils, who live outside Sefton and want to go to a secondary school in Sefton at the age of 11

If you live outside Sefton and you want to apply for a place at a Sefton secondary school, you must fill in the application form supplied by your own Local Authority. You should name the Sefton School you wish your child to attend on the form and return it to your own Local Authority. Your application will then be automatically forwarded by your home Local Authority to Sefton.

Addresses and phone numbers of neighbouring Local Authorities

Knowsley - www.knowsley.gov.uk
Knowsley Schools Admissions
P.O. Box 21, Municipal Buildings
Archway Road, Huyton
Liverpool L36 9YU
Tel: 0151 443 5142 / 3372 / 3373
Email: schooladmissions@knowsley.gov.uk

Liverpool - www.liverpool.gov.uk
Children, & Young Peoples Service
Pupil Admissions Team
Municipal Buildings
Dale Street, Liverpool, L2 2DH
Tel: 0151 233 3006
Email: N/A

Lancashire - www.lancashire.gov.uk
Area Pupil Access Team (South Lancashire)
Joint Divisional Offices
East Cliffe
Preston
PR1 3JT
Tel: 01772 531813
Email: pupilaccess.southadmissions@lancashire.gov.uk

St Helens - www.sthelens.gov.uk
Atlas House
Corporation Street
St Helens
WA9 1LD
Tel: 01744 671028
Email: schooladmissions@sthelens.gov.uk

How we process your Application

How Sefton work outs which school to offer your child

Using the co-ordinated equal preference scheme, each school you list on your form is considered as a separate application.

- The Local Authority Admissions Team, uses a specialist computer system that allows the Authority to apply the admissions criteria to applications naming Community, Academy, and Free Schools.
- The computer system also allows the Local Authority to add the admissions criteria that have been applied by Governors of Voluntary Aided Faith Schools (who are their own admissions authorities).
- The computer system co-ordinates this information for each school you have listed on your application form to ensure that each child is only offered one place.
- If we can offer your child a place at more than one of the schools you listed, we will offer you the one that was highest on your application form.
- We will repeat these steps until every child has been offered a place at the highest possible school.
- If we can only offer your child one of the schools listed on your application, that is where we will offer your child a place.
- If we cannot offer you any of the schools you listed, we will allocate your child a place at the nearest qualifying school with a place available.
- If a school has more places available than the number of applications received, all the children would be offered a place at that school.

Making Changes To Applications/Late Applications/Waiting Lists

Changes of Preference

Once parents have submitted their application form by the **closing date**, the Authority will not allow them to be changed without a genuine reason for doing so, for example, if the family has recently moved address, and provided the relevant evidence.

For families moving into or within the area, we will consider their application if we receive it by **5 February 2016** and they provide proof that they have moved and are residing at their new address.

For any other changes in circumstances or change of preferences for applications already submitted the requested change will only be considered if we receive details by **5 February 2016**. If a request is received after that date it will not be possible for us to deal with them until after 2 March 2016 at which time they will be dealt with in the order of the date the request was received by the Authority.

Late Applications

The national closing date for applications for transfer to Secondary School is 31 October 2015.

Application forms naming a Voluntary Aided school that are received after the closing date will be forwarded to the school with a note that it has been received late. That admission authority must then decide how it wants to respond to the application.

If parents apply after **31 October 2015**, the Local Authority may still be able to consider the application providing we receive it by **5 February 2016**.

For those applications received after **5 February 2016** but before **1 March 2016** they will receive a letter confirming an offer of a place by **11 March 2016** and be informed about their right of appeal if any preference has been refused.

For applications we receive after **1 March 2016**, we will normally inform parents which school we have offered to their child within 10 working days and tell them about their right of appeal if any preference has been refused.

Waiting lists

If you have not been successful in obtaining a place at a Secondary Community, Academy, or Free School you expressed as a preference, your child's name will automatically be placed on the waiting list, until the deadline for submitting appeals has passed (**31 March 2016**). We will keep the waiting lists in order of the individual schools admissions criteria, and if a place becomes available, we will offer it to the next child on the list.

After the closing date for receiving appeals (31 March 2016), only those children for whom an appeal has been submitted will remain on the waiting list.

NB :At any time new applicants can be added to the waiting list and they must be placed on the list in priority order using the school's admissions criteria. This means that at either stage waiting lists may change because of house moves, late applications or children accepting places at alternative schools

We will keep the waiting list until the end of the Autumn term of the **2016/2017** academic year.

The Governing Body of a Voluntary Aided school may maintain a waiting list for their school. Further details are available from the individual school.

After 1 September 2016 if a place becomes available, the applicant on the top of the waiting list will be offered a place. If the place is not accepted within 7 days, the applicant will be removed from the waiting list and the place offered to the next applicant on the waiting list.

Frequently Asked Questions about your application

How many schools can I list?

You are advised to list up to three schools. As each school listed counts as a separate application you are increasing your chances of being offered a place at one of these schools.

What happens if you cannot offer any schools that I list?

If we cannot offer your child a place at any of the schools listed, you will be offered a place at your nearest qualifying school with a place available.

In which order should I list the schools?

It is important to list the schools in priority order, with your most preferred school at the top. If we can offer you a place at more than one of your preferred schools, we will automatically offer you the place at the school you listed higher or highest.

Please note

- Listing just one school on your form does not improve your chances of getting a place at that school.
- There is no advantage in listing the same school more than once because we can only process one application per child per school, and you are therefore wasting a preference.
- The applications are entered onto a database, which processes the criteria and allocations automatically.
- School staff are not involved with this and do not influence results.

How do you deal with applications from twins or other children from multiple births?

When applying

Please complete an application form for each child. If you apply online the process will be quicker as you will only have to enter parental details once.

Offers

Where there are twins or children from multiple births, and one of the siblings has been allocated the last remaining place at a school, the other siblings will be admitted.

What happens when the number of applications is less than the School's admission number?

If a school has more places available than the number of applications received, all the children would be offered a place at that school.

What happens when the number of applications exceeds the School's admission number?

Community, Academy, and Free Schools & St Michael's CE High School

While we do all we can to meet parental preferences, it is not always possible to do this. If more parents express a preference for the school than the admission number, the Local Authority will use the school's admissions criteria to decide which children can be offered a place.

Catholic High Schools (Voluntary Aided)

If more parents express a preference for the school than the admission number, the Governors of the school will apply the school's admissions criteria to decide which children can be offered a place.

How do you measure the distance from my home to the school?

- 1) The distance is determined in every case by measuring the shortest walking distance from the child's home. We measure from the property's address point, to the nearest school gate (using recognised routes known to the Local Authority at the time of measurement).
- 2) We measure using the Local Authority's computerised measuring system which uses LLPG (Local Land and Property Gazetteer) data.
- 3) The system uses recognised routes within the software, known to the Local Authority at the time of measurement, that are considered capable of being used by a child, (accompanied as necessary by a parent or guardian).

Websites which provide a distance measuring facility do not measure home to school distances by our definition.

- 4) If you are refused a place at any of your higher preferred schools and you would like an explanation of how the distance from your home to school has been measured please contact the Admissions Team.

Further information relating to recognised routes used by the Local Authority can be found on pages 49-51, section 3.

What happens if my application is late?

Please see page 12.

How do I appeal for a school place?

Unless you have been offered a place at your highest preferred school you will be informed of your right of appeal. Please see page 52 for more detailed information.

Is my child eligible for a travel pass or assistance with the transport costs from home to school?

Full details of Sefton's Home to School Transport Policy can be found at www.sefton.gov.uk/schooltransport. Home to School Transport arrangements and eligibility criteria is located on page 49 of this booklet.

Letting You Know

Your offer of a school place will be sent on 1 March 2016

How will you let me know which school my child has been offered?

If you applied online	<ul style="list-style-type: none">• We will send an email on 1 March 2016 informing you of the school place that we have been able to offer your child (if you have given us and confirmed an email address).• You can view the school offered online from 1 March 2016• The email will include details of how to submit an appeal if applicable
If you did not apply online but applied on paper	<ul style="list-style-type: none">• We will post an offer letter on 1 March 2016 informing you of the school place we have been able to offer your child You should receive this within 2 days• The letter will include details of how to submit an appeal if applicable

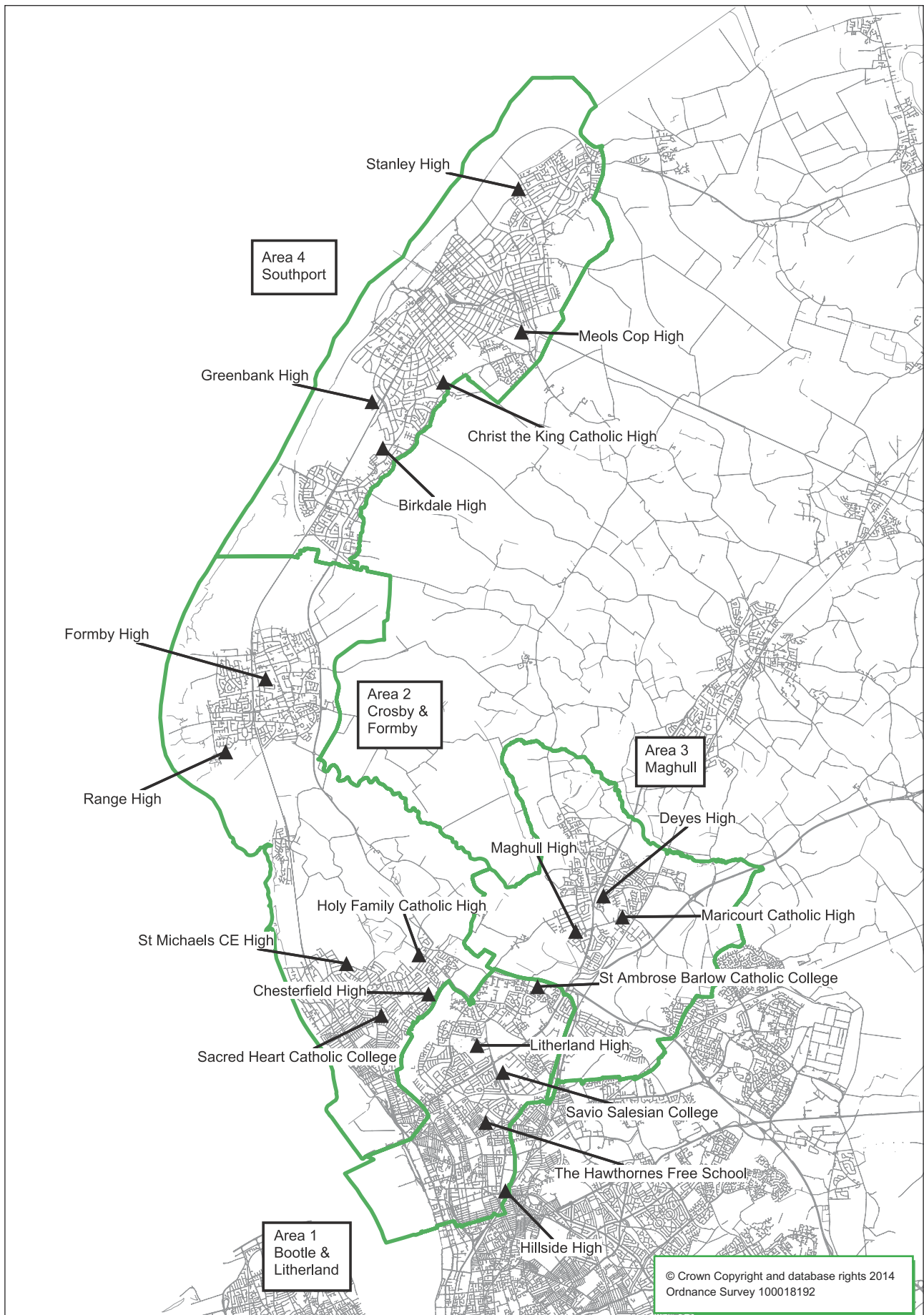
Please note:

The Admissions Team cannot provide details of school places that have been offered over the telephone or via email before letter/emails have been received by parents.

Accepting/Declining an offer of a school place

Accept the school place you have been offered.	<ul style="list-style-type: none">• You will receive a letter informing you of the school your child has been allocated. You DO NOT need to confirm your acceptance of the place allocated, as we will automatically consider the place as being accepted unless you complete and return a decline slip enclosed with the offer letter.• You should NOT decline the place offered if you are going to appeal for a place at another school, until that appeal has been heard.
Find out if there is another school with places	<ul style="list-style-type: none">• Please contact the Admissions Team for details of other schools with available places at that time. Please be aware, however, that any request received by the Admissions Team for an alternative school will be dealt with in accordance with the changes to preference procedure/ late applications outlined on page 12.
Request and return an appeal form by 31 March 2016	<ul style="list-style-type: none">• Unless you have been offered a place at your first preference school you will be informed of your right of appeal. Please see page 52 for more detailed information regarding the appeals process.

Section B - Schools Admissions Information and Map Showing High Schools in Sefton



General Admission Arrangements

The information in this booklet relates to the school year 2016 - 2017.

We have listed every school in Sefton by area and included information to help you with your application.

This page helps explain what the information we have provided means.

Key information about the school

Headteacher's name

Address of school

Telephone number

Fax number

Website address

2016-17 Admission number for the School

The number of children that can be admitted to the school in September 2016.

Number of preferences received for the school in the previous year

The number of applications received by the Local Authority naming the school for the previous year's admissions allocation in March as either first, second or third preference.

Number of places allocated in March 2015 under each criterion for the school

How many children were offered a place under each admission category the year before. **This should only be used as a guide as the numbers allocated in each category can change from year to year.**

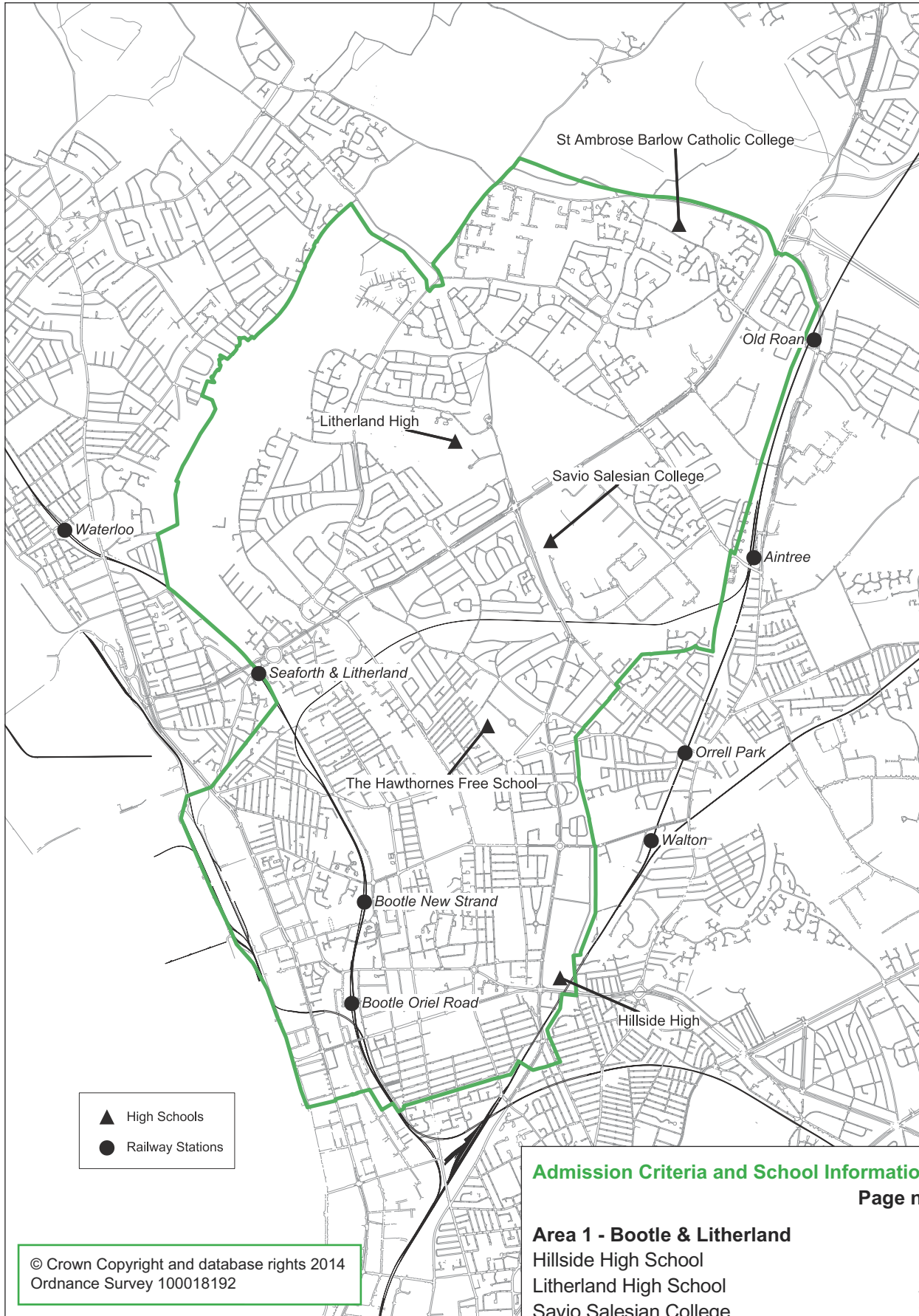
Distance

The distance for the last place allocated at each oversubscribed Community, Academy and Free School, for 2015 applications.

Individual Admissions Criteria for the school

If there are more applications than places available, this is the criteria used to assess each application for that school. You should be able to identify which category your applications would be considered under. Once you can do that, you can then see how many children have previously been admitted under the same criterion.

Map Showing High Schools in Bootle and Litherland Area



Admission Criteria and School Information	
	Page no.
Area 1 - Bootle & Litherland	
Hillside High School	19
Litherland High School	20
Savio Salesian College	24
St Ambrose Barlow Catholic College	23
The Hawthorne's Free School	21

HILLSIDE HIGH SCHOOL

Bootle and Litherland Area

11 to 16 mixed Academy

Specialist Science & Language College

Address: Breeze Hill, Bootle, Liverpool, L20 9NU

Telephone: 0151 525 2630 or 525 4725

Website: www.hillsidehigh.co.uk

Headteacher: Mrs A Ryan BA (Hons), PGCE

Admission Number Sept 2016: **194**

Number of pupils on roll (January 2015): **864**

The Local Authority applies the admissions criteria on behalf of the schools Governing Body

Admission Number 2015	Number of preferences received for March allocation	Number of places allocated in March 2015 under each criterion	Final number of places allocated July 2015 after changes of preference, late applications and appeals
194	First - 106 Second - 63 Third - 36 Total = 205	Criterion 1 - 2 Criterion 2 - 39 Criterion 3 - 39 Criterion 4 - 31 Total Allocated = 111	116

In 2015 all applicants who requested a place at the School were offered a place.

NB: The number of places allocated in each criterion can vary from year to year.

After the admission of pupils with a Statement of Special Educational Needs or Education Health and Care Plan (EHC); when the school is named in the Statement/Plan and there are more applications than places available, the Local Authority will apply the Admissions Criteria in the following order to allocate places.

Admission Criteria for 2016/2017

- 1) A 'looked after child' or a child who was previously looked after*. (*See glossary for full definition).
- 2) Children who have a **brother or sister*** living in the same house who already attend the school, as long as they will still be at the school in September 2016⁽¹⁾. (*See glossary for full definition).
- 3) Children who, at the start of the Spring Term 2016, are on the rolls of :
Bedford Primary School and Christ Church C of E Primary School⁽¹⁾.
- 4) Other requests that name the school as a preference⁽¹⁾.

Tie Breaker Clause

⁽¹⁾ If it is not possible to offer places for all applications within any criteria then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the Local Authority at the time of measurement).

LITHERLAND HIGH SCHOOL

Bootle and Litherland Area

11 to 16 mixed Academy

Specialist Language College

Address: Sterrix Lane, Litherland, Liverpool, L21 0DB

Telephone: 0151 288 6750

Website: www.litherland-high.sefton.sch.uk

Headteacher: Ms M Sharratt BA (Hons), NPQH

Admission Number Sept 2016: **240**

Number of pupils on roll (January 2015): **772**

The Local Authority applies the admissions criteria on behalf of the schools Governing Body

Admission Number 2015	Number of preferences received for March allocation	Number of places allocated in March 2015 under each criterion	Final number of places allocated July 2015 after changes of preference, late applications and appeals
240	First - 91 Second - 62 Third - 51 Total = 204	Criterion 1 - 0 Criterion 2 - 35 Criterion 3 - 61 Criterion 4 - 16 Total Allocated = 112	112

In 2015 all applicants who requested a place at the School were offered a place.

NB: The number of places allocated in each criterion can vary from year to year.

After the admission of pupils with a Statement of Special Educational Needs or Education Health and Care Plan (EHC); when the school is named in the Statement/Plan and there are more applications than places available, the Local Authority will apply the Admissions Criteria in the following order to allocate places.

Admission Criteria for 2016/2017

- 1) A 'looked after child' or a child who was previously looked after*. (***See glossary for full definition**).
- 2) Children who have a **brother or sister*** living in the same house who already attend the school, as long as they will still be at the school in September 2016⁽¹⁾. (***See glossary for full definition**).
- 3) Children who, at the start of the Spring Term 2016, are on the rolls of:
The Grange Primary School; Hatton Hill Primary School; Lander Road Primary School;
Litherland Moss Primary School; Netherton Moss Primary School;
St Oswald's CE Primary School and St Philip's CE Primary School⁽¹⁾.
- 4) Other requests that name the school as a preference⁽¹⁾.

Tie Breaker Clause

⁽¹⁾ If it is not possible to offer places for all applications within any criteria then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the Local Authority at the time of measurement).

THE HAWTHORNE'S FREE SCHOOL

Bootle and Litherland Area

11 to 16 mixed Free School

Address: Fernhill Road, Bootle, Liverpool, L20 6AQ

Telephone: 0151 922 3798

Website: www.hawthornes.org.uk

Headteacher: Mr M Taylor BSc, NPQH

Admission Number Sept 2016: **120**

Number of pupils on roll (January 2015): **317**

The Local Authority applies the admissions criteria on behalf of the schools Governing Body

Admission Number 2015	Number of preferences received for March allocation	Number of places allocated in March 2015 under each criterion	Final number of places allocated July 2015 after changes of preference, late applications and appeals
120	First - 40 Second - 20 Third - 23 Total = 83	Criterion 1 - 2 Criterion 2 - 0 Criterion 3 - 9 Criterion 4 - 28 Criterion 5 - 3 Total Allocated = 42	42

In 2015 all applicants who requested a place at the School were offered a place.

NB: The number of places allocated in each criterion can vary from year to year.

After the admission of pupils with a Statement of Special Educational Needs or Education Health and Care Plan (EHC); when the school is named in the Statement/Plan and there are more applications than places available, the Local Authority will apply the Admissions Criteria in the following order to allocate places.

Admission Criteria for 2016/2017

- 1) A 'looked after child' or a child who was previously looked after*. (*See glossary for full definition).
- 2) Children with exceptional medical or social need. Applicants wishing to be considered under this criterion should submit documentary evidence with the application form stating that you wish your application to be considered under this criterion. The Governors will review the evidence, and if necessary take advice from educational professionals, the Local Authority's officers, social workers etc.(¹)
- 3) Children who have a **brother or sister*** living in the same house who already attend the school, as long as they will still be at the school in September 2016(¹). (*See glossary for full definition).
- 4) Children who reside in the area which the school serves (see map on page 22).(1)
- 5) Other requests that name the school as a preference(¹).

Tie Breaker Clause

(¹) If it is not possible to offer places for all applications within any criteria then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the Local Authority at the time of measurement).

Map Showing The Hawthorne's Catchment Area



11 to 16 mixed voluntary aided Catholic High School

NB: St Ambrose Barlow Catholic College is subject to the outcome of a statutory consultation process for the proposed closure of the school in 2016

Specialist College in Sport & ICT

Address: Copy Lane, Bootle, Liverpool, L30 7PQ

Telephone: 0151 526 7044

Website: www.stambrosebarlow.com

Headteacher: Mr S Hall, BA (Hons), PGCE, NPQH

Admission Number Sept 2016: 120

Number of pupils on roll (January 2015): 382

Admission Number 2015	Number of preferences received for March allocation	Number of places allocated in March 2015 under each criterion	Final number of places allocated July 2015 after changes of preference, late applications and appeals
120	First - 59 Second - 32 Third - 19 Total = 110	Criterion breakdown not available. All applicants who requested a place at the school were offered a place. Total Allocated = 64	15

A Supplementary Information Form for St Ambrose Barlow Catholic College should also be completed and submitted to the school by **31 October 2015**.

After the admission of pupils with a Statement of Special Educational Needs or Education Health and Care Plan (EHC); when the school is named in the Statement/Plan and there are more applications than places available, the Governing Body will apply the Admissions Criteria in the following order to allocate places.

Admission Criteria for 2016/2017

- 1) Looked after children and previously looked after children* (***See glossary for full definition**).
- 2) Baptised Catholic children who have a **sibling*** in the school at the time of admission. (***See glossary for full definition**).
- 3) Baptised Catholic children resident in the parishes of St Benet, Holy Spirit and Our Lady of Walsingham.
- 4) Other baptised Catholic children.
- 5) Other Children who have a **sibling*** in the school at the time of admission. (***See glossary for full definition**).
- 6) Children attending one of the following Catholic Feeder Primary Schools in the parishes named in criterion 3 above: St Benedict's; Holy Spirit and Our Lady of Walsingham.
- 7) Children from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required.
- 8) Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
- 9) Other Children .

If it is not possible to offer places for all applications within any criteria above then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the Authority at the time of measurement). In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.

11 to 16 mixed voluntary aided Catholic High School

Specialist College in Business & Enterprise

Address: Netherton Way, Bootle, Liverpool, L30 2NA

Telephone: 0151 521 3088

Website: www.saviosalesiancollege.com

Headteacher: Rev Fr J G Briody, SDB, BSc, MA

Admission Number Sept 2016: **135**

Number of pupils on roll (January 2015): **522**

The Governing Body is the Admissions Authority for this school

Admission Number 2015	Number of preferences received for March allocation	Number of places allocated in March 2015 under each criterion	Final number of places allocated July 2015 after changes of preference, late applications and appeals
135	First - 65 Second - 45 Third - 28 Total = 138	Criterion 1 - 0 Criterion 2 - 42 Criterion 3 - 0 Criterion 4 - 4 Criterion 5 - 0 Criterion 6 - 8 Criterion 7 - 0 Criterion 8 - 1 Criterion 9 - 28 *Total Allocated = 83	86

NB: The number of places allocated in each criterion can vary from year to year.

A Supplementary Information Form for Savio Salesian College should also be completed and submitted to the school by **31 October 2015**.

After the admission of pupils with a Statement of Special Educational Needs or Education Health and Care Plan (EHC); when the school is named in the Statement/Plan and there are more applications than places available, the Governing Body will apply the Admissions Criteria in the following order to allocate places.

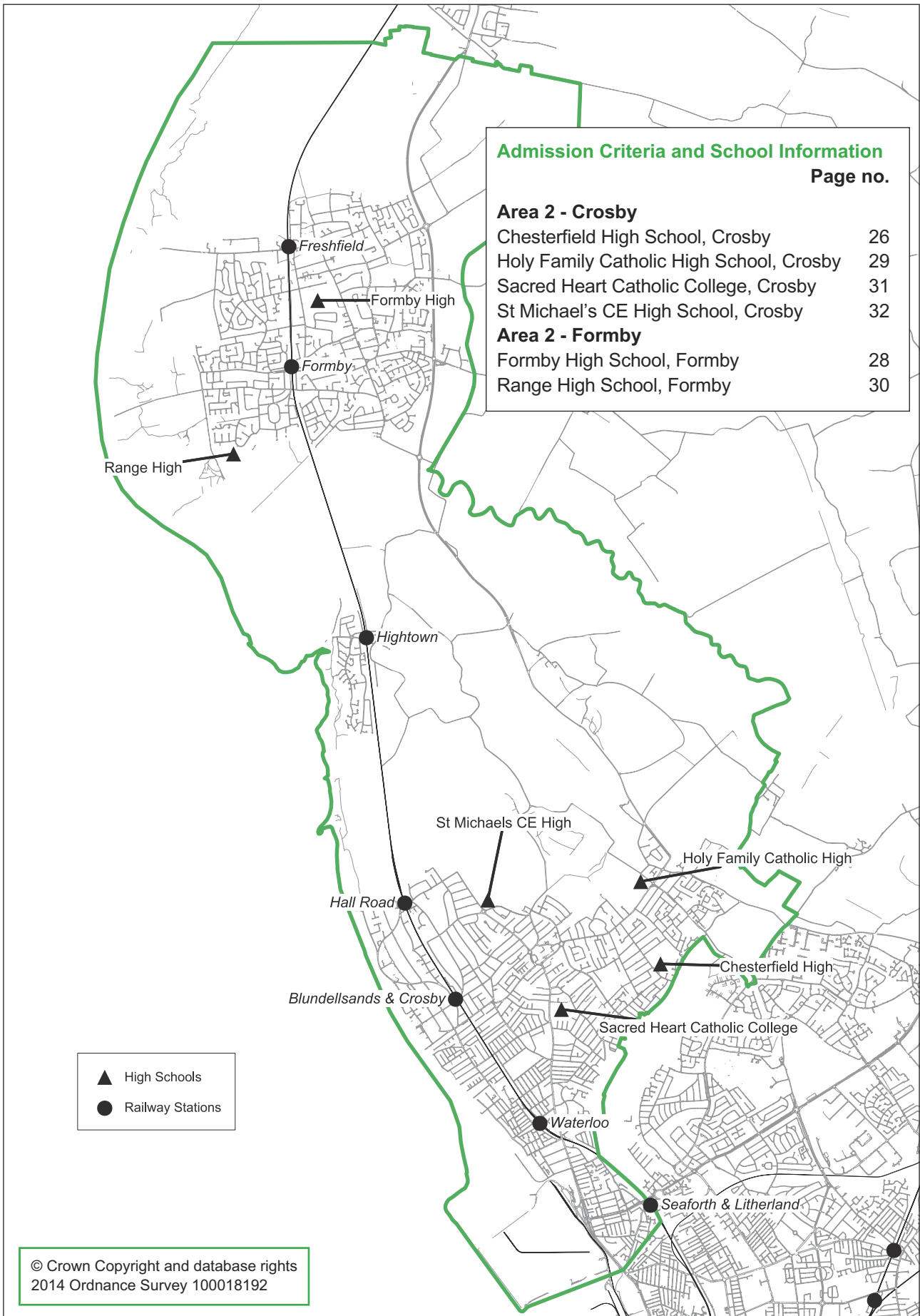
Admission Criteria for 2016/2017

- 1) Looked after children and previously looked after children* (***See glossary for full definition**).
- 2) Baptised Catholic children who have a **sibling*** in the school at the time of admission. (***See glossary for full definition**).
- 3) Baptised Catholic children resident in the parishes of Holy Spirit(**) Our Lady Star of the Sea, St Elizabeth of Hungary, St James, St Monica & St Richard and St Robert Bellarmine.
- 4) Other baptised Catholic children.
- 5) Other Children who have a **sibling*** in the school at the time of admission. (***See glossary for full definition**).
- 6) Children attending one of the following Catholic Feeder Primary Schools in the parishes named in criterion 3 above: All Saints', Bootle, Holy Spirit(**), Our Lady Star of the Sea, St Elizabeth's, St Monica's, and St Robert Bellarmine.
- 7) Children from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required.
- 8) Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
- 9) Other Children .

(**) Subject to the outcome of a) the statutory process on the proposed closure of St Ambrose Barlow and b) the agreement to the determined admission arrangements by the OSA.

If it is not possible to offer places for all applications within any criteria above then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the Authority at the time of measurement). In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.

Section B - Admission Arrangements/Criteria Map Showing High Schools in Crosby and Formby Area



CHESTERFIELD HIGH SCHOOL

Crosby and Formby Area

11 to 18 mixed Academy

Specialist Sports College

Address: Chesterfield Road, Crosby, Liverpool, L23 9YB

Telephone: 0151 924 6454

Website: www.chesterfieldhigh.co.uk

Headteacher: Mr S Penney BEd, NVQV, NPQH

Admission Number Sept 2016: **224**

Admission Number for Year 12: **20**

Number of pupils on roll (January 2015): **1141**

The Local Authority applies the admissions criteria on behalf of the schools Governing Body

Admission Number 2015	Number of preferences received for March allocation	Number of places allocated in March 2015 under each criterion	Final number of places allocated July 2015 after changes of preference, late applications and appeals
224	First - 167 Second - 107 Third - 82 Total = 356	Criterion 1 - 1 Criterion 2 - 42 Criterion 3 - 66 Total Allocated = 190	Criterion 4 - 34 Criterion 5 - 47 214

In 2015 all applicants who requested a place at the School were offered a place.

NB: The number of places allocated in each criterion can vary from year to year.

After the admission of pupils with a Statement of Special Educational Needs or Education Health and Care Plan (EHC); when the school is named in the Statement/Plan and there are more applications than places available, the Local Authority will apply the Admissions Criteria in the following order to allocate places.

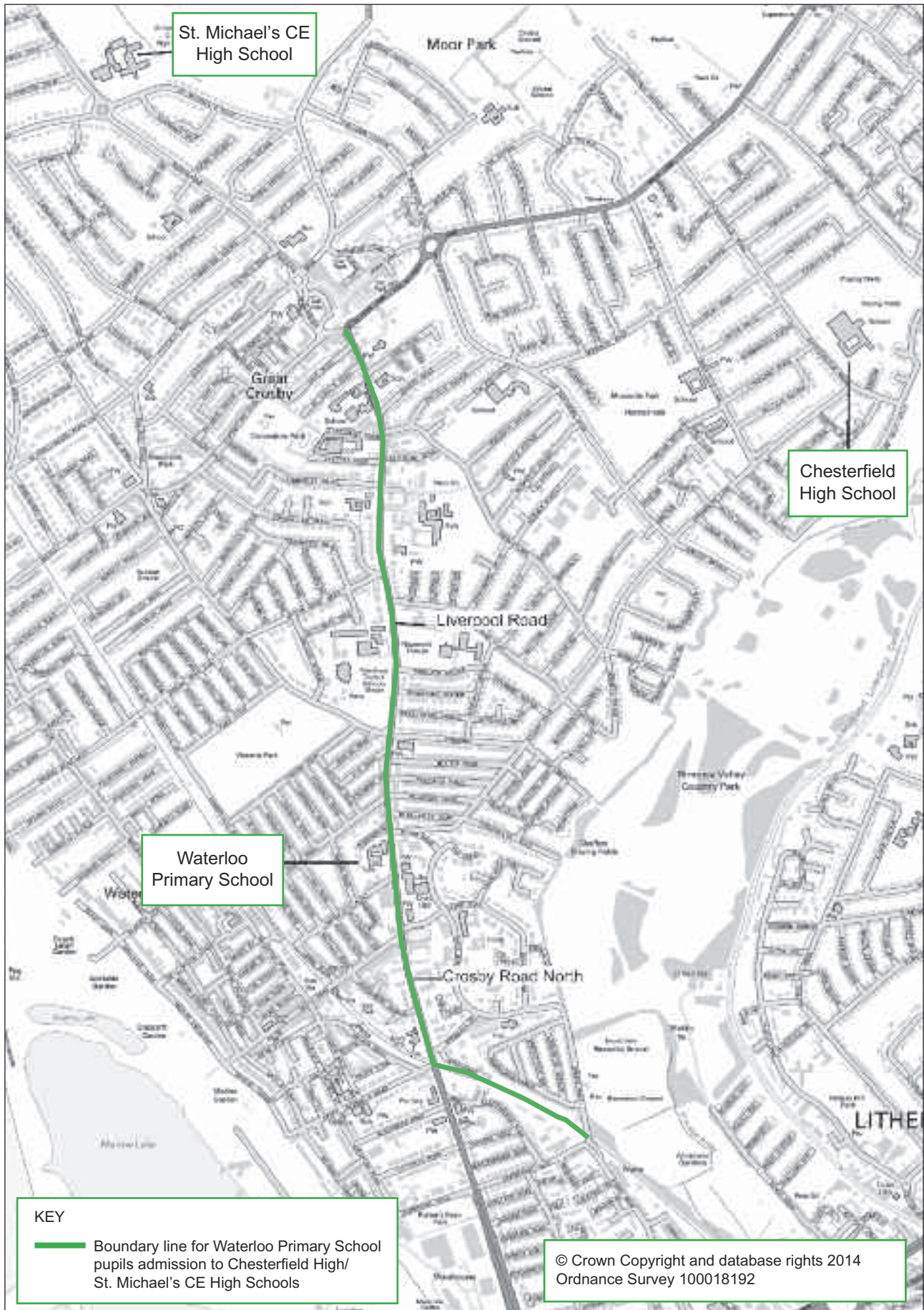
Admission Criteria for 2016/2017

- 1) A 'looked after child' or a child who was previously looked after*. (*See glossary for full definition).
- 2) Children who have a **brother or sister*** living in the same house who already attend the school, as long as they will still be at the school in September 2016⁽¹⁾. (*See glossary for full definition).
- 3) Children who, at the start of the Spring Term 2016 are on the rolls of :
Forefield Junior School, Rimrose Hope CE Primary School and children on the roll of Waterloo Primary School who live in the part of Crosby and Waterloo to the east of a line running down the middle of Liverpool Road and Crosby Road North to its junction with Greenbank and Brooklands Avenue to its junction with Brookvale.
- 4) Children who live in Crosby, Waterloo, Seaforth and Thornton who at the start of the Spring Term 2016 are on the roll of other Primary Schools and name the school as a preference⁽¹⁾.
- 5) Other requests that name the school as a preference⁽¹⁾.

Tie Breaker Clause

⁽¹⁾ If it is not possible to offer places for all applications within any criteria then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the Local Authority at the time of measurement).

Boundary line for Waterloo Primary School pupils for admission to Chesterfield High/St. Michael's CE High Schools



11 to 18 mixed Academy

Specialist College in Performing Arts and Science

Address: Freshfield Road, Formby, Liverpool, L37 3HW

Telephone: 01704 873100 or 877383

Website: www.formbyhighschool.com

Headteacher: Mr D Mackenzie BA (Hons), NPQH

Admission Number Sept 2016: 160

Admission Number for Year 12: 10

Number of pupils on roll (January 2015): 1026

The Local Authority applies the admissions criteria on behalf of the schools Governing Body

Admission Number 2015	Number of preferences received for March allocation	Number of places allocated in March 2015 under each criterion	Final number of places allocated July 2015 after changes of preference, late applications and appeals
160	First - 197 Second - 183 Third - 54 Total = 434	Criterion 1 - 4 Criterion 4 - 0 Criterion 2 - 51 Criterion 5 - 42 Criterion 3 - 56 Criterion 6 - 7 Total Allocated = 160	162

In 2015 the last place was allocated to a child living 3.41 miles from the school.

NB: The number of places allocated in each criterion and the distance for the last place allocated can vary from year to year.

After the admission of pupils with a Statement of Special Educational Needs or Education Health and Care Plan (EHC); when the school is named in the Statement/Plan and there are more applications than places available, the Local Authority will apply the Admissions Criteria in the following order to allocate places.

Admission Criteria for 2016/2017

- 1) A 'looked after child' or a child who was previously looked after*. (*See glossary for full definition).
- 2) Children who have a **brother or sister*** living in the same house who already attends the school, as long as they will still be at the school in September 2016⁽¹⁾. (*See glossary for full definition).
- 3) Children who, at the start of the Spring Term 2016, are on the rolls of :
Freshfield Primary School, Redgate Primary School, or Trinity St Peter's Church of England Primary School⁽¹⁾.
- 4) Children of staff where the member of staff has been employed at the school for two or more years at the time at which the admission application for the school is made, and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage⁽¹⁾. Parents/carers must identify this on their application form. Details will be validated by the school.
- 5) Other children living in Formby, Hightown or Ince Blundell.⁽¹⁾.
- 6) Other requests that name the school as a preference⁽¹⁾.

Tie Breaker Clause

⁽¹⁾ If it is not possible to offer places for all applications within any criteria then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the Local Authority at the time of measurement).

HOLY FAMILY CATHOLIC HIGH SCHOOL

Crosby and Formby Area

11 to 18 mixed voluntary aided Catholic High School

Specialist College in Business & Enterprise

Address: Virgin's Lane, Thornton, Liverpool, L23 4UD

Telephone: 0151 924 6451 or 924 0071

Website: www.holyfamilyhighschool.co.uk

Headteacher: Mr M Symes BA (Hons), NPQH

Admission Number Sept 2016: 135

Number of pupils on roll (January 2015): 731

The Governing Body is the Admissions Authority for this school.

***The School Governors agreed to admit 156 pupils for 2015.**

Admission Number 2015	Number of preferences received for March allocation	Number of places allocated in March 2015 under each criterion	Final number of places allocated July 2015 after changes of preference, late applications and appeals
135*	First - 210 Second - 175 Third - 124 Total = 509	Criterion 1 - 0 Criterion 2 - 79 Criterion 3 - 9 Criterion 4 - 51 Criterion 5 - 1 Criterion 6 - 13 Criterion 7 - 3 Criterion 8 - 0 Criterion 9 - 0 Criterion 10 - 0 Total Allocated = 156*	181

NB. The admissions criteria below for 2016 admissions have been adjusted and therefore there may be a different number of criterion categories noted above for 2015 admissions.

A **supplementary information form** for Holy Family Catholic High School should also to be completed and submitted to the school by **31 October 2015**.

Admission Criteria for 2016/2017

- 1) Looked after children and previously looked after children* (***See glossary for full definition**).
- 2) Baptised Catholic children who have a **sibling*** in the school at the time of admission. (***See glossary for full definition**).
- 3) Baptised Catholic children resident in the parishes of English Martyrs'; Holy Family, Ince Blundell; Our Lady of Compassion, Formby; Our Lady of Victories, Hightown; Our Lady Queen of Peace; St Jerome's, Formby; St Benets(*), St Mary's, Little Crosby and St William of York, Thornton.
- 4) Other baptised Catholic children.
- 5) Other Children who have a **sibling*** in the school at the time of admission. (***See glossary for full definition**).
- 6) Children attending one of the following Catholic Feeder Primary Schools in the parishes named in criterion 3 above: English Martyrs; Our Lady of Compassion; Our Lady Queen of Peace; St Jeromes's; St Benedicts(*) St Marys's, Little Crosby and St Wiliam of York.
- 7) Children from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required.
- 8) Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
- 9) Other Children .

(*) subject to the outcome of a) the statutory process on the proposed closure of St Ambrose Barlow and b) the agreement to the determined admission arrangements by the OSA.

If it is not possible to offer places for all applications within any criteria above then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the Authority at the time of measurement). In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.

11 to 18 mixed Academy

Specialist Mathematics & Computing College

Address: Stapleton Road, Formby, Liverpool, L37 2YN

Telephone: 01704 879315 or 879316

Website: www.range.sefton.sch.uk

Headteacher: Mr G Aldridge MA

Admission Number Sept 2016: **196**

Number of pupils on roll (January 2015): **1145**

The Local Authority applies the admissions criteria on behalf of the schools Governing Body

Admission Number 2015	Number of preferences received for March allocation	Number of places allocated in March 2015 under each criterion	Final number of places allocated July 2015 after changes of preference, late applications and appeals
196	First - 204 Second - 183 Third - 58 Total = 445	Criterion 1 - 0 Criterion 2 - 67 Criterion 3 - 56 Criterion 4 - 19 Criterion 5 - 54 Total Allocated = 196	196

In 2015 the last place was allocated to a child living 7.33 miles from the school.

NB: The number of places allocated in each criterion and the distance for the last place allocated can vary from year to year.

After the admission of pupils with a Statement of Special Educational Needs or Education Health and Care Plan (EHC); when the school is named in the Statement/Plan and there are more applications than places available, the Local Authority will apply the Admissions Criteria in the following order to allocate places.

Admission Criteria for 2016/2017

- 1) A 'looked after child' or a child who was previously looked after* (***See glossary for full definition**). Children identified, as needing specialist facilities that go beyond expected reasonable adjustments will be given priority for this school if it is the nearest school with suitable resources. This would usually be a child with a physical or mobility problem. We will require details from parents, supported by medical evidence in order to assess each situation depending on circumstances.
- 2) Children who have a **brother or sister*** living in the same house who already attend the school, as long as they will still be at the school in September 2016⁽¹⁾. (***See glossary for full definition**).
- 3) Children who, at the start of the Spring Term 2016, are on the rolls of : St Luke's Church of England Primary School, Formby and Woodlands Primary School, Formby⁽¹⁾.
- 4) Children of staff where the member of staff has been employed at the school for two or more years at the time at which the admission application for the school is made, and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage⁽¹⁾. Parents/carers must identify this on their application form. Details will be validated by the school.
- 5) Other children who are living in Formby, Hightown or Ince Blundell.⁽¹⁾
- 6) Other requests that name the school as a preference⁽¹⁾.

Tie Breaker Clause

⁽¹⁾ If it is not possible to offer places for all applications within any criteria then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the Local Authority at the time of measurement).

11 to 18 mixed voluntary aided Catholic High School

Specialist Mathematics & Computing College

Address: Liverpool Road, Crosby, Liverpool, L23 5TF

Telephone: 0151 931 2971

Website: www.sacredheart.sefton.sch.uk

Headteacher: Mr I Walker, MA (Oxon), MEd, NPQH

Admission Number Sept 2016: 216

Number of pupils on roll (January 2015): 1368

The Governing Body is the Admissions Authority for this school

Admission Number 2015	Number of preferences received for March allocation	Number of places allocated in March 2015 under each criterion	Final number of places allocated July 2015 after changes of preference, late applications and appeals
216	First - 231 Second - 151 Third - 66 Total = 448	Criterion 1 - 3 Criterion 6 - 4 Criterion 2 - 143 Criterion 7 - 0 Criterion 3 - 27 Criterion 8 - 6 Criterion 4 - 5 Criterion 9 - 16 Criterion 5 - 12 Total Allocated = 216	216

NB: The number of places allocated in each criterion can vary from year to year.

Important Information for Sacred Heart Catholic College

The statistics above relating to previous admissions to the school indicate that the number of applications regularly exceed the number of places available. In order to ensure that applicants are considered under the correct admissions criteria, parents are strongly encouraged to complete the schools **Supplementary Faith Information Form** which is available directly from the school. This must be completed **in addition** to the Local Authority's Admission Application Form. Without the Supplementary Faith Information Form the Governors will not be able to fully consider any applications for admission to the school in categories 1-8. The Supplementary Faith Information form for Sacred Heart Catholic College must be completed and submitted to the school by **31 October 2015**.

After the admission of pupils with a Statement of Special Educational Needs or Education Health and Care Plan (EHC); when the school is named in the Statement/Plan and there are more applications than places available, the Governing Body will apply the Admissions Criteria in the following order to allocate places.

Admission Criteria for 2016/2017

- 1) Looked after children and previously looked after children* (***See glossary for full definition**).
- 2) Baptised Catholic children who have a **sibling*** in the school at the time of admission. (***See glossary for full definition**).
- 3) Baptised Catholic children resident in the parishes of St Edmunds, Waterloo; St Helen's, Crosby; St Joseph's, Blundellsands; St Peter & St Paul, Crosby and St Thomas of Canterbury, Waterloo
- 4) Other baptised Catholic children.
- 5) Other Children who have a **sibling*** in the school at the time of admission. (***See glossary for full definition**).
- 6) Children attending one of the following Catholic Feeder Primary Schools in the parishes named in criterion 3 above: Great Crosby, Ursuline and St Edmund's & St Thomas'.
- 7) Children from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required.
- 8) Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
- 9) Other Children.

If it is not possible to offer places for all applications within any criteria above then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the Authority at the time of measurement). In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.

ST MICHAEL'S C of E HIGH SCHOOL

Crosby and Formby Area

11 to 18 mixed Church of England Academy

Specialist Music with English College

Address: St Michael's Road, Crosby, Liverpool, L23 7UL

Telephone: 0151 924 6778

Website: www.st-michaels.sefton.sch.uk

Headteacher: Dr S. J Hulme, BA (Hons), M.Mus, LTCL, Ph.D, NPQH

Admission Number Sept 2016: 138

Number of pupils on roll (January 2015): 530

The Local Authority applies the admissions criteria on behalf of the schools Governing Body

Admission Number 2015	Number of preferences received for March allocation	Number of places allocated in March 2015 under each criterion	Final number of places allocated July 2015 after changes of preference, late applications and appeals
138	First - 90 Second - 63 Third - 43 Total = 196	Criterion 1 - 2 Criterion 2 - 24 Criterion 3 - 31 Criterion 4 - 37 Criterion 5 - 12 Total Allocated = 106	110

NB: The number of places allocated in each criterion can vary from year to year.

After the admission of pupils with a Statement of Special Educational Needs or Education Health and Care Plan (EHC); when the school is named in the Statement/Plan and there are more applications than places available, the Local Authority will apply the Admissions Criteria in the following order to allocate places.

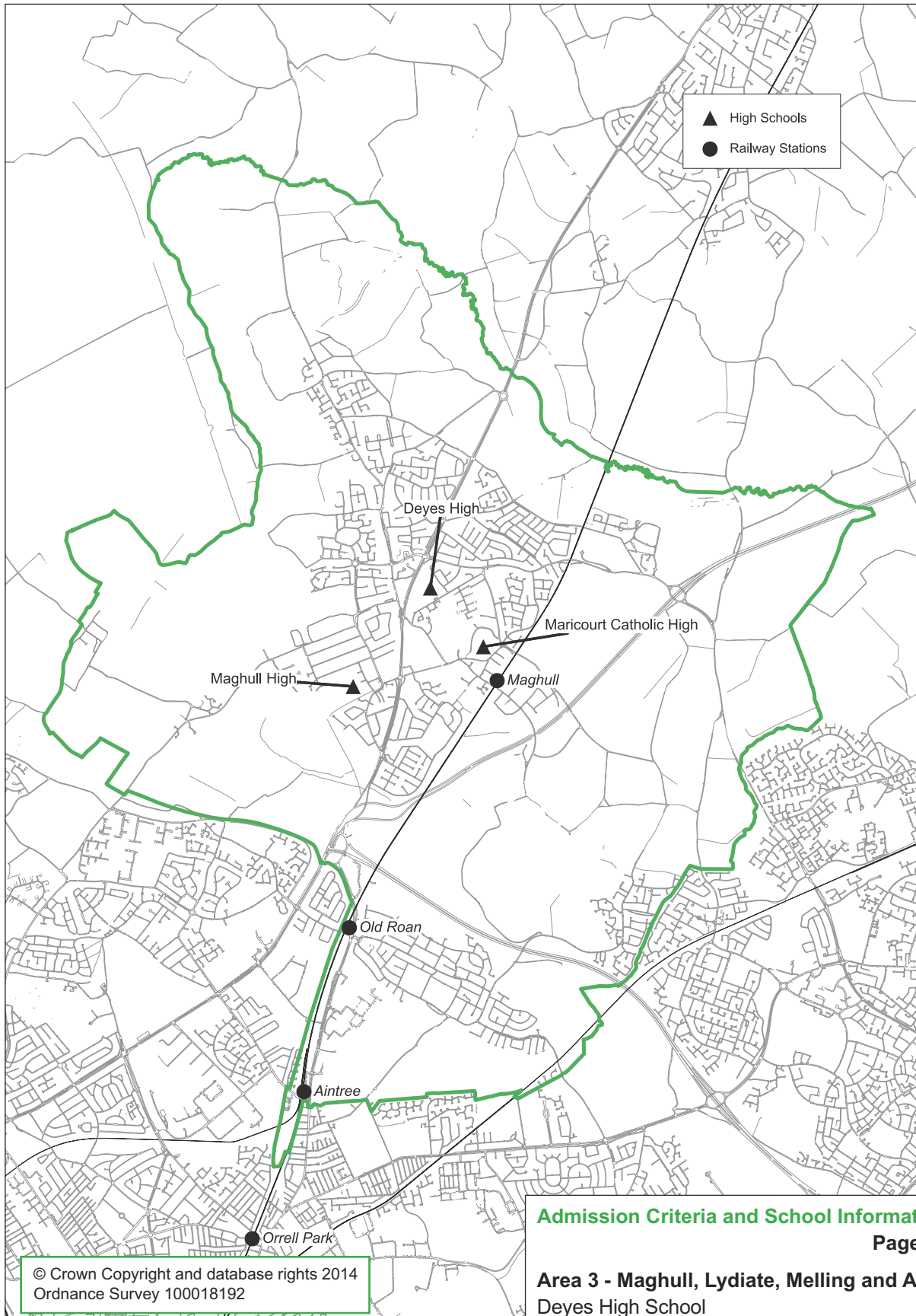
Admission Criteria for 2016/2017

- 1) A 'looked after child' or a child who was previously looked after*. (*See glossary for full definition).
Children identified as needing specialist facilities that go beyond expected reasonable adjustments will be given priority for this school if it is the nearest school with suitable resources. This would usually be a child with a physical or mobility problem. We will require details from parents, validated by medical evidence in order to assess each situation depending on circumstances.
- 2) Children who have a brother or sister* living in the same house who already attend the school, as long as they will still be at the school in September 2016⁽¹⁾. (*See glossary for full definition).
- 3) Children who, at the start of the Spring Term 2016 are on the rolls of : St John's Church of England (Waterloo), St Luke's Halsall Church of England, St Nicholas' Church of England and Valewood Primary Schools. Children on the roll of Waterloo Primary School living in Crosby and Waterloo to the west of a line running down the middle of Liverpool Road and Crosby Road North to its junction with Great George's Road and the remainder of Waterloo and Seaforth (that is south of Great George's Road) ⁽¹⁾. See map on page 27 .
- 4) Other children living in the Diocese of Liverpool, who at the start of the Spring Term 2016 are on the roll of a primary school ⁽¹⁾.
- 5) Other requests that name the school as a preference ⁽¹⁾.

Tie Breaker Clause

⁽¹⁾ If it is not possible to offer places for all applications within any criteria then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the Local Authority at the time of measurement).

Section B - Admission Arrangements/Criteria Map Showing High Schools in Maghull, Lydiate, Melling & Aintree Parish Areas



DEYES HIGH SCHOOL

11 to 18 mixed Academy

Specialist Science College

Address: Deyes Lane, Maghull, Liverpool, L31 6DE

Telephone: 0151 526 3814

Website: www.deyeshigh.co.uk

Executive Headteacher: Ms A Stahler, BA (Hons), NPQH

Admission Number Sept 2016: 230

Admission Number for Year 12: 20

Number of pupils on roll (January 2015): 1326

The Local Authority applies the admissions criteria on behalf of the schools Governing Body

Admission Number 2015	Number of preferences received for March allocation	Number of places allocated in March 2015 under each criterion	Final number of places allocated July 2015 after changes of preference, late applications and appeals
230	First - 261 Second - 125 Third - 54 Total = 440	Criterion 1 - 1 Criterion 2 - 94 Criterion 3 - 51 Criterion 4 - 84 Total Allocated = 230	242

In 2015 the last place was allocated to a child living 3.17 miles from the school.

NB: The number of places allocated in each criterion and the distance for the last place allocated can vary from year to year.

After the admission of pupils with a Statement of Special Educational Needs or Education Health and Care Plan (EHC); when the school is named in the Statement/Plan and there are more applications than places available, the Local Authority will apply the Admissions Criteria in the following order to allocate places.

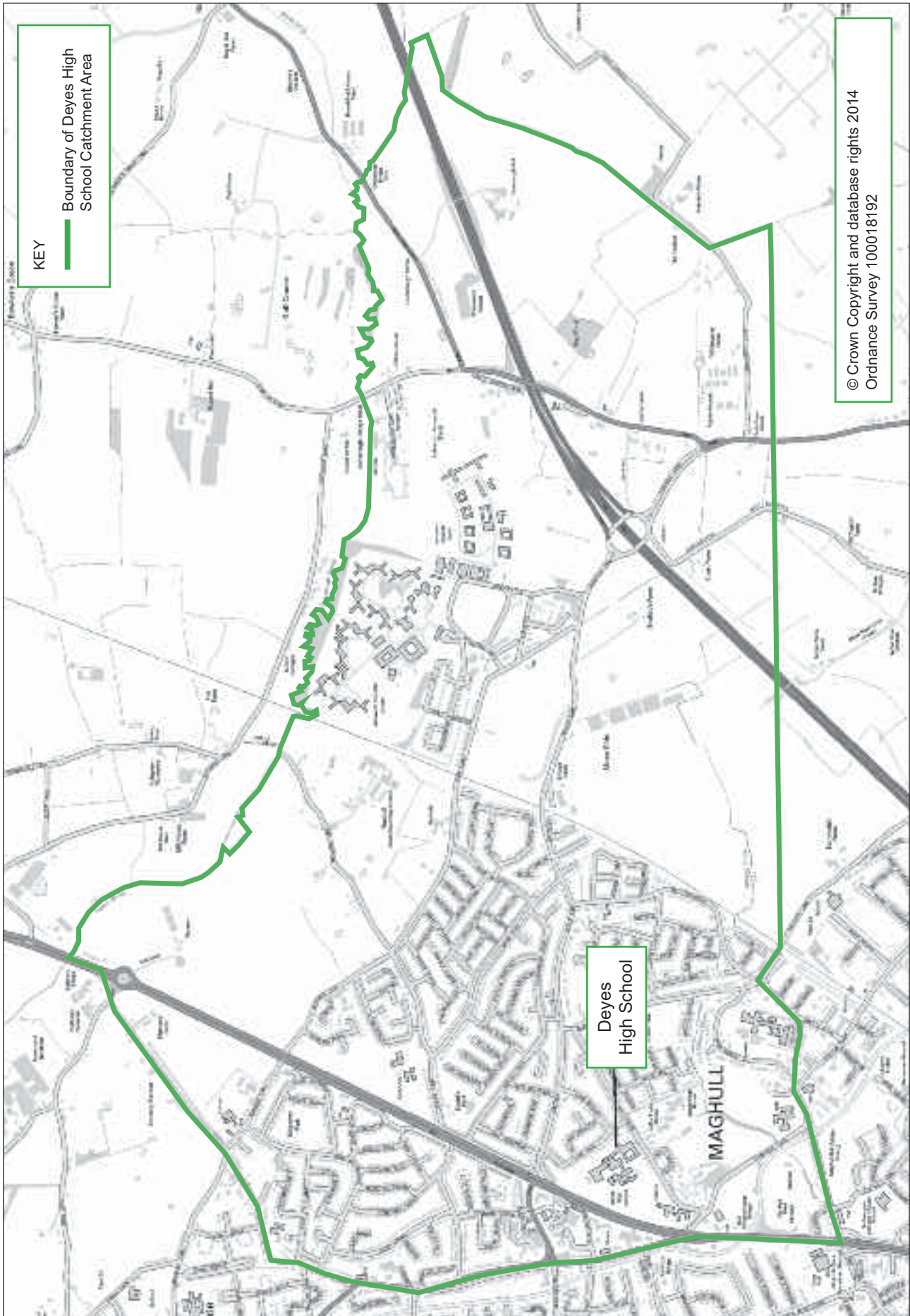
Admission Criteria for 2016/2017

- 1) A 'looked after child' or a child who was previously looked after*. (*See glossary for full definition).
- 2) Children who are transferring from a primary school in the Maghull, Lydiate, Melling or Aintree parish areas, who have a **brother or sister*** who already attends the school and will still be at the school in September 2016⁽¹⁾. (*See glossary for full definition)
- 3) Children who live in the area which is served by the school. This area is that part of Maghull bounded by a line, which runs down the middle of the roads in question as shown on the map opposite⁽¹⁾.
- 4) Children of staff where the member of staff has been employed at the school for two or more years at the time at which the admission application for the school is made, and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage⁽¹⁾. Parents/carers must identify this on their application form. Details will be validated by the school.
- 5) Other requests that name the school as a preference⁽¹⁾.

Tie Breaker Clause

⁽¹⁾ If it is not possible to offer places for all applications within any criteria then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the Local Authority at the time of measurement).

Deyes High School Catchment Area



MAGHULL HIGH SCHOOL

11 to 18 mixed Academy

Specialist Performing Arts College

Address: Ormonde Drive, Maghull, Liverpool, L31 7AW

Telephone: 0844 477 3438

Website: www.maghullhigh.com

Headteacher: Mr M Anderson, BSc

Admission Number Sept 2016: 220

Number of pupils on roll (January 2015): 1074

The Local Authority applies the admissions criteria on behalf of the schools Governing Body

Admission Number 2015	Number of preferences received for March allocation	Number of places allocated in March 2015 under each criterion	Final number of places allocated July 2015 after changes of preference, late applications and appeals
220	First - 111 Second - 181 Third - 109 Total = 401	Criterion 1 - 1 Criterion 2 - 44 Criterion 3 - 18 Criterion 4 - 71 Total Allocated = 134	128

In 2015 all applicants who requested a place at the School were offered a place.

NB: The number of places allocated in each criterion can vary from year to year.

After the admission of pupils with a Statement of Special Educational Needs or Education Health and Care Plan (EHC); when the school is named in the Statement/Plan and there are more applications than places available, the Local Authority will apply the Admissions Criteria in the following order to allocate places.

Admission Criteria for 2016/2017

1) A 'looked after child' or a child who was previously looked after*. (*See glossary for full definition).

Children we have identified as needing specialist facilities that go beyond expected reasonable adjustments will be given priority for this school if it is the nearest school with suitable resources. This would usually be a child with a physical or mobility problem. We will require details from parents, supported by medical evidence in order to assess each situation depending on circumstances.

2) Children who have a **brother or sister*** living in the same house who already attend the school, as long as they will still be at the school in September 2016⁽¹⁾. (*See glossary for definition).

3) Children who live in the Maghull, Lydiate, Melling or Aintree parish areas (excluding the area served by Deyes High School, see map on page 36)⁽¹⁾.

4) Other requests that name the school as a preference⁽¹⁾.

Tie Breaker Clause

⁽¹⁾ If it is not possible to offer places for all applications within any criteria then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the Local Authority at the time of measurement).

MARICOURT CATHOLIC HIGH SCHOOL

11 to 18 mixed voluntary aided Catholic High School

Specialist Mathematics & Computing College

Address: Hall Lane, Maghull, Liverpool, L31 3DZ

Telephone: 0151 330 3366

Website: www.maricourt.net

Headteacher: Mr B McLoughlin, MA

Admission Number Sept 2016: 253

Number of pupils on roll (January 2015): 1388

The Governing Body is the Admissions Authority for this school

Admission Number 2015	Number of preferences received for March allocation	Number of places allocated in March 2015 under each criterion	Final number of places allocated July 2015 after changes of preference, late applications and appeals
253	First - 219 Second - 163 Third - 138 Total = 520	Criterion 1 - 1 Criterion 2 - 73 Criterion 3 - 20 Criterion 4 - 74 Criterion 5 - 1 Criterion 6 - 18 Criterion 7 - 37 Criterion 8 - 22 Criterion 9 - 0 Criterion 10 - 0 Total Allocated = 246	241

NB. The admissions criteria below for 2016 admissions have been adjusted and therefore there may be a different number of criterion categories noted above for 2015 admissions.

A **Supplementary Information Form** for Maricourt Catholic High School should also be completed and submitted to the school by **31 October 2015**.

After the admission of pupils with a Statement of Special Educational Needs or Education Health and Care Plan (EHC); when the school is named in the Statement/Plan and there are more applications than places available, the Governing Body will apply the Admissions Criteria in the following order to allocate places.

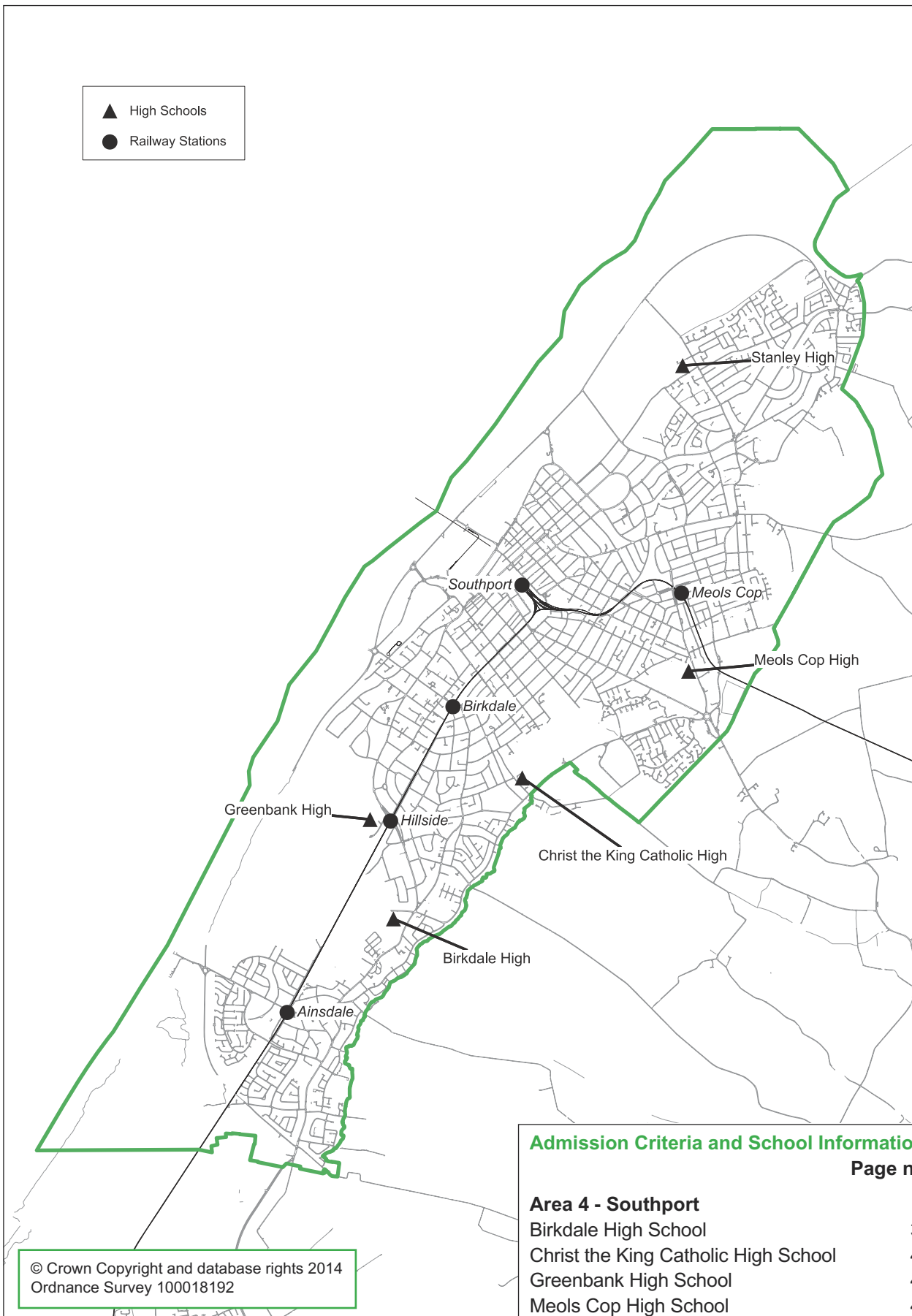
Admission Criteria for 2016/2017

- 1) Looked after children and previously looked after children* (*See glossary for full definition).
- 2) Baptised Catholic children who have a **sibling*** in the school at the time of admission. (*See glossary for full definition).
- 3) Baptised Catholic children resident in the parishes of Holy Rosary, Aintree; Our Lady's, Lydiate; Our Lady Of Walsingham(**) St George's, Maghull; St Gregory's, Lydiate and The Most Holy Redeemer & St Kentigern, Melling.
- 4) Other baptised Catholic children.
- 5) Other Children who have a **sibling*** in the school at the time of admission. (*See glossary for full definition).
- 6) Children attending one of the following Catholic Feeder Primary Schools in the parishes named in criterion 3 above: Holy Rosary, Our Lady of Walsingham(**), St George's, St Gregory's and St John Bosco.
- 7) Children from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required.
- 8) Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
- 9) Other Children .

(**) Subject to the outcome of a) the statutory process on the proposed closure of St Ambrose Barlow and b) the agreement to the determined admission arrangements by the OSA.

If it is not possible to offer places for all applications within any criteria above then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the Authority at the time of measurement). In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn.

Section B - Admission Arrangements/Criteria Map Showing High Schools in Southport Area



11 to 16 boys Academy

Specialist History, Mathematics & IT College

Address: Windy Harbour Road, Southport, PR8 3DT

Telephone: 01704 577253

Website: www.birkdalehigh.co.uk

Headteacher: Mr G Bourgade BA (Hons) Equivalence, PGCE, NPQH

Admission Number Sept 2016: 192

Number of pupils on roll (January 2015): 703

The Local Authority applies the admissions criteria on behalf of the schools Governing Body

Admission Number 2015	Number of preferences received for March allocation	Number of places allocated in March 2015 under each criterion	Final number of places allocated July 2015 after changes of preference, late applications and appeals
192	First - 125 Second - 61 Third - 55 Total = 241	Criterion 1 - 0 Criterion 2 - 26 Criterion 3 - 81 Criterion 4 - 26 Total Allocated = 133	139

In 2015 all applicants who requested a place at the School were offered a place.

NB: The number of places allocated in each criterion can vary from year to year.

After the admission of pupils with a Statement of Special Educational Needs or Education Health and Care Plan (EHC); when the school is named in the Statement/Plan and there are more applications than places available, the Local Authority will apply the Admissions Criteria in the following order to allocate places.

Admission Criteria for 2016/2017

- 1) A 'looked after child' or a child who was previously looked after*. (*See glossary for full definition).
- 2) Children who have a **brother*** living in the same house who already attends the School as long as they will still be at the school in September 2016⁽¹⁾. (*See glossary for full definition).
- 3) Other requests that name the school as a preference⁽¹⁾.

Tie Breaker Clause

⁽¹⁾ If it is not possible to offer places for all applications within any criteria then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the Local Authority at the time of measurement).

11 to 18 mixed voluntary aided Catholic High School

Specialist Technology College

Address: Stamford Road, Southport, PR8 4EX

Telephone: 01704 565121 or 567024

Website: www.christtheking-school.com

Headteacher: Mr J Lancaster BEd (Hons)

Admission Number Sept 2016: 185

Number of pupils on roll (January 2015): 1259

The Governing Body is the Admissions Authority for this school

Admission Number 2015	Number of preferences received for March allocation	Number of places allocated in March 2015 under each criterion	Final number of places allocated July 2015 after changes of preference, late applications and appeals
205	First - 171 Second - 125 Third - 84 Total = 380	Criterion 1 - 2 Criterion 6 - 19 Criterion 2 - 115 Criterion 7 - 13 Criterion 3 - 0 Criterion 8 - 3 Criterion 4 - 0 Criterion 9 - 0 Criterion 5 - 0 Criterion 10 - 53 Total Allocated = 205	202

NB. The admissions criteria below for 2016 admissions have been adjusted and therefore there may be a different number of criterion categories noted above for 2015 admissions.

A **supplementary information form** for Christ the King Catholic High School should also be completed and submitted to the school by **31 October 2015**.

After the admission of pupils with a Statement of Special Educational Needs or Education Health and Care Plan (EHC); when the school is named in the Statement/Plan and there are more applications than places available, the Governing Body will apply the Admissions Criteria in the following order to allocate places.

Admission Criteria for 2016/2017

- 1) Looked after children and previously looked after children* (***See glossary for full definition**).
- 2) Baptised Catholic children who have a **sibling*** in the school at the time of application. (***See glossary for full definition**).
- 3) Baptised Catholic children resident in the parishes of Holy Family, Our Lady of Lourdes & St Joseph, Sacred Heart, St John Stone, St Marie on the Sands, St Patrick's & St Teresa's.
- 4) Other baptised Catholic children.
- 5) Other Children who have a **sibling*** in the school at the time of application. (***See glossary for full definition**).
- 6) Children attending one of the following Catholic Feeder Primary Schools in the parishes named in criterion 3 above: Holy Family, Our Lady of Lourdes, St Patrick's.
- 7) Children from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Minister of Religion is required.
- 8) Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
- 9) Other Children .

If it is not possible to offer places for all applications within any criteria above then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the Authority at the time of measurement). In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.

11 to 16 girls Academy

Specialist Language College

Address: Hastings Road, Southport, PR8 2LT

Telephone: 01704 567591

Website: www.greenbankhigh.co.uk

Headteacher: Mr I Raikes BA (Hons), NPQH

Admission Number Sept 2016: **206**

Number of pupils on roll (January 2015): **901**

The Local Authority applies the admissions criteria on behalf of the School Governing Body

Admission Number 2015	Number of preferences received for March allocation	Number of places allocated in March 2015 under each criterion	Final number of places allocated July 2015 after changes of preference, late applications and appeals
206	First - 184 Second - 98 Third - 63 Total = 345	Criterion 1 - 3 Criterion 2 - 25 Criterion 3 - 178 Total Allocated = 206	204

In 2015 the last place was allocated to a child living 19.8 miles from the school.

NB: The number of places allocated in each criterion and the distance for the last place allocated can vary from year to year.

After the admission of pupils with a Statement of Special Educational Needs or Education Health and Care Plan (EHC); when the school is named in the Statement/Plan and there are more applications than places available, the Local Authority will apply the Admissions Criteria in the following order to allocate places.

Admission Criteria for 2016/2017

- 1) A 'looked after child' or a child who was previously looked after * (***See glossary for full definition**).
- 2) Children who have a **sister*** living in the same house who already attends the School as long as they will still be at the school in September 2016⁽¹⁾. (***See glossary for full definition**).
- 3) Other requests that name the school as a preference⁽¹⁾.

Tie Breaker Clause

⁽¹⁾ If it is not possible to offer places for all applications within any criteria then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the Local Authority at the time of measurement).

MEOLS COP HIGH SCHOOL

Southport Area

11 to 16 mixed Community High School

Specialist Sports College

Address: Meols Cop Road, Southport, PR8 6JS

Telephone: 01704 531180

Website: www.meolscophighschool.co.uk

Headteacher: Mr D Jones BA (Hons), AST, NPQH

Admission Number Sept 2016: **150**

Number of pupils on roll (January 2015): **741**

The Local Authority is the Admissions Authority for this School

Admission Number 2015	Number of preferences received for March allocation	Number of places allocated in March 2015 under each criterion	Final number of places allocated July 2015 after changes of preference, late applications and appeals
150	First - 209 Second - 181 Third - 138 Total = 528	Criterion 1 - 6 Criterion 2 - 45 Criterion 3 - 80 Criterion 4 - 19 Total Allocated = 150	150

In 2015 the last place was allocated to a child living 1.02 miles from the school.

NB: The number of places allocated in each criterion and the distance for the last place allocated can vary from year to year.

After the admission of pupils with a Statement of Special Educational Needs or Education Health and Care Plan (EHC); when the school is named in the Statement/Plan and there are more applications than places available, the Local Authority will apply the Admissions Criteria in the following order to allocate places.

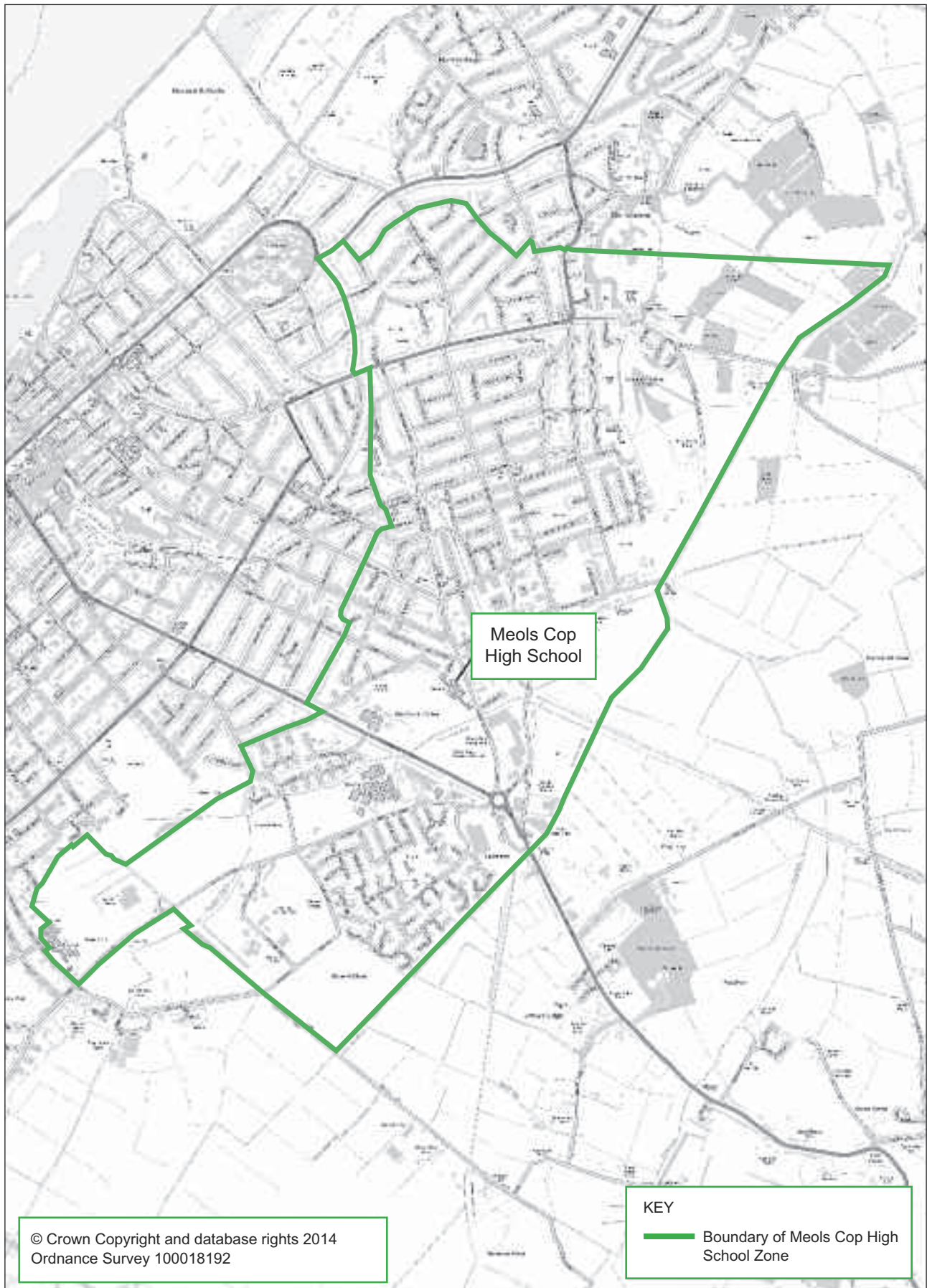
Admission Criteria for 2016/2017

- 1) A 'looked after child' or a child who was previously looked after* (***See glossary for full definition**).
- 2) Children who have either a **brother or sister*** living in the same house who already attends the School as long as they will still be at the school in September 2016⁽¹⁾. (***See glossary for full definition**).
- 3) Children who live in the area served by the school which is:- The area of Southport bounded by a straight line which runs West from the Borough Boundary passing through Meols Hall then along Peets Lane, Bibby Road, Churchgate, Kings Hey Drive, Coudray Road, Allerton Road, Cambridge Road then south along Park Avenue, Roe Lane, Disused Railway, Manning Road, Oak Street, Balfour Road, Scarisbrick New Road, Everard Road, Southbank Road, Borough Boundary running parallel with Stamford Road, Benthams Way to the junction with Birkdale Cop then following the Borough Boundary Northwards along Boundary Brook to the northern point of the Boundary line⁽¹⁾.
- 4) Other requests that name the school as a preference⁽¹⁾.

Tie Breaker Clause

⁽¹⁾ If it is not possible to offer places for all applications within any criteria then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the Local Authority at the time of measurement).

Meols Cop High Catchment Area



STANLEY HIGH SCHOOL

Southport Area

11 to 16 mixed Community High School

Address: Fleetwood Road, Southport, PR9 9TF

Telephone: 01704 228940

Website: www.stanley.sefton.sch.uk

Headteacher: Mr E Fitzpatrick, BSc (Hons), MA, NPQH

Admission Number Sept 2016: 150

Number of pupils on roll (January 2015): 721

The Local Authority is the Admissions Authority for this school

Admission Number 2015	Number of preferences received for March allocation	Number of places allocated in March 2015 under each criterion	Final number of places allocated July 2015 after changes of preference, late applications and appeals
150	First - 142 Second - 118 Third - 69 Total = 329	Criterion 1 - 3 Criterion 2 - 51 Criterion 3 - 54 Criterion 4 - 42 Total Allocated = 150	150

In 2015 the last place was allocated to a child living 3.64 miles from the school.

NB: The number of places allocated in each criterion and the distance for the last place allocated can vary from year to year.

After the admission of pupils with a Statement of Special Educational Needs or Education Health and Care Plan (EHC); when the school is named in the Statement/Plan and there are more applications than places available, the Local Authority will apply the Admissions Criteria in the following order to allocate places.

Admission Criteria for 2016/2017

- 1) A 'looked after child' or a child who was previously looked after *. (***See glossary for full definition**). Children we have identified as needing specialist facilities that go beyond expected reasonable adjustments will be given priority for this school if it is the nearest school with suitable resources. This would usually be a child with a physical or mobility problem. We will require details from parents, supported by medical evidence in order to assess each situation depending on circumstances.
- 2) Children who have a **brother or sister*** living in the same house who already attend the school, as long as they will still be at the school in September 2016⁽¹⁾. (***See glossary for full definition**).
- 3) Children who live in the area served by the school which is the area of Southport from the coast running along the Northern Borough Boundary to a straight line which passes through Meols Hall and Peets Lane and then Churchgate, Kings Hey Drive, Coudray Road, Allerton Road, Cambridge Road, Park Crescent, Albert Road, and extending westwards down Park Road to the coast⁽¹⁾.
- 4) Other requests that name the school as a preference⁽¹⁾.

Tie Breaker Clause

⁽¹⁾ If it is not possible to offer places for all applications within any criteria then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the Local Authority at the time of measurement).

Stanley High Catchment Area



Section C

Secondary Education Establishments with entry at age 14+ (Yr 10)

There are a number of Schools/Colleges within the wider Merseyside area which now provide education for young people to be admitted at Year 10. These can be University Technical Colleges, Studio Schools or 14+ provision in some FE Colleges.

The application period for admission to Year 10 in September 2016, is the same as for Year 7 admissions i.e. applications should be submitted by the closing date of 31st October 2015. If you are a Sefton resident and wish to apply to these establishments for Year 10 entry, please contact the establishments directly.

There are two of these establishments within Sefton, one in Bootle and one in Southport. The other establishments are based in the Liverpool area and therefore Liverpool Local Authority may be able to provide you with further information, contact details are on page 11.

Sixth Form Provision in Sefton

The following arrangements have been made in the area for sixth-form education for pupils aged 16 to 18

Area 1 - Bootle & Litherland Area

South Sefton College

Address: Sterrix Lane, Litherland, L21 0DB

Telephone: 0151 288 6300

Website: www.sssf.ac.uk

Principal: Dr Frank McCann

The College will meet its legal obligation to admit a pupil who has a statement of Special Educational Needs or Education Health and Care Plan (EHC) that names the College in his or her statement/plan.

The admissions criteria for South Sefton College are:

- 1) Students who meet the academic criteria and are looked after (*or have previously been looked after) deemed to benefit from a place at South Sefton College. (*See glossary for full definition).
- 2) Students from the following partner schools who meet the academic criteria and submit their application by the deadline -
(Partner Schools - Alpha Order) (1)
Hillside High School
Litherland High School
St Ambrose Barlow Catholic College
Savio Salesian College
The Hawthorne's Free School
- 3) Other students who meet the academic criteria wishing to undertake the relevant qualifications provided by South Sefton College. (1)

Tie Breaker Clause

(1) If it is not possible to offer places for all applications within any criteria then priority will be given to those living closest to the college measured by the shortest walking distance from the student's home. We will measure from the property's address point, to the nearest college gate (using recognised routes known to the Local Authority at the time of measurement).

Hugh Baird College

Website: www.hughbaird.ac.uk Principal: Ms Y. Williams

Further Education College - Funded by the Skills Funding Agency

Address: Balliol Road, Bootle, L20 7EW

Telephone: 0151 353 4444

You can get more details about course admission arrangements and further information regarding the new 14-16 provision, directly from the college.

Area 2 - Crosby & Formby Area

All Secondary Schools in the Crosby and Formby area teach pupils up to the age of 18 in a sixth form, namely: Chesterfield High, Formby High, Holy Family Catholic High, Range High, Sacred Heart Catholic College and St Michael's CE High School.

Chesterfield and Formby High Schools have separate admission numbers for Year 12. This number is for those pupils being admitted to the school for the first time and does not include pupils currently at the school. (Please see Section B for further details). Year 12 entry requirements can be obtained directly from the schools.

Other schools in the Crosby and Formby areas may also admit small numbers of pupils to Year 12 for the first time. Please contact the individual schools for further details.

Area 3 - Maghull, Lydiate, Melling & Aintree Areas

All Secondary Schools in Maghull teach pupils up to the age of 18 in a sixth form, namely: Deyes High, Maghull High and Maricourt Catholic High.

Deyes High School has a separate admission number for Year 12. This number is for those pupils being admitted to the school for the first time and does not include pupils currently at the school. (Please see Section B for further details). Year 12 entry requirements can be obtained directly from the school.

Maricourt and Maghull High may also admit small numbers of pupils to Year 12 for the first time. Please contact the individual Schools for further details.

Area 4 - Southport Area

Christ the King Catholic High School teaches pupils up to the age of 18 in a sixth form.

Christ the King Catholic High School has a separate admission number for Year 12. This number is for those pupils being admitted to the school for the first time and does not include pupils currently at the school Year 12 entry requirements can be obtained directly from the school.

Community High Schools in Southport only teach children up to the age of 16.

Education in Southport for young people aged 16 and over is provided at the following establishments, which are funded by the Education Funding Agency.

King George V College

Website: www.kgv.ac.uk Principal: Ms A Wills

Further Education College – Funded by the Education Funding Agency

Address: Scarisbrick New Road, Southport, PR8 6LR

Telephone: 01704 530601

Southport College

Website: www.southport.ac.uk Principal: Mr J Clarke

Further Education College – Funded by the Education Funding Agency

Address: Mornington Road, Southport, PR9 0TT

Telephone: 01704 500606

You can get more details about admission arrangements, courses and other information from either college.

Further Details on Education for students over the age of 16 can be found on www.connexions-gmerseyside.co.uk or by contacting:-

Bootle Connexions Centre

Pinnacle House
Stanley Road
Bootle
L20 7JF

Tel: 0151 944 6100

Email: bootle@connexionslive.com

Southport Connexions Centre

4 Houghton Street
Southport,
PR9 0TF

Tel: 01704 504500

Email: southport@connexionslive.com

Support Funds for students over the age of 16

Discretionary Support Funds or Bursaries may be available in colleges and school sixth forms to help with learning costs and transport. The funds are ordinarily prioritised for those who face financial hardship. Schools and Colleges set their own criteria and manage their own procedures.

Free School Meals for students over the age of 16

The Local Authority will continue to assess eligibility for Free School Meals for pupils over the age of 16 who are studying in Sixth Form at Schools and at Sixth Form Colleges.. To qualify for Free School Meals families must be in receipt of one of the following benefits:

- Income Support
- Income-Based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration & Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you are not also receiving Working Tax Credit and have an annual gross income of £16,190 or less, as assessed by Her Majesty's Revenue and Customs)
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit
- During the initial roll out of the benefit, Universal Credit

You can get more details and application forms from: **School Admissions & Pupil Support Team**

Schools Regulatory Services, Town Hall, Oriel Road, Bootle L20 7AE

Tel: 0151 934 3456 **Website:** www.sefton.gov.uk/freeschoolmeals

Email: education.benefits@sefton.gov.uk

Students attending Further Education Colleges may also be entitled to Free Meals, however eligibility will be assessed by the college itself. You should contact the college directly for further advice.

Section D – Home to School Transport Arrangements

Sefton's Full Home to School Transport Policy can be viewed at www.sefton.gov.uk/schooltransport

Our general arrangements and policies about transport to and from schools other than special schools are set out below. We make no arrangements for transport to and from Independent schools or colleges, other than for pupils who we place in non-maintained special schools.

1 - Statutory regulations (where the Local Authority must provide transport and travelling expenses)

We will meet the travelling expenses of pupils who go to school full time by providing either a Trio ticket or an Arriva bus ticket (or equivalent) for children in the following two categories:-

- Where a pupil is attending the nearest qualifying school with places available (including the appropriate denominational school) where the shortest walking distance between home and school is more than 3 miles and the family is not in receipt of the benefits listed below*;
- Where a pupil is in receipt of *Free School Meals or whose parents/carers are in receipt of the *maximum level of Working Tax Credit and they are attending one of the three qualifying secondary schools closest to their home, where the shortest walking distance to the school is between 2 and 6 miles from their home; **OR**
- To the nearest school preferred by their parents/carers on the grounds of religion or belief, and the shortest walking distance to the school is between 2 and 15 miles from their home address.

The term 'walking distance' is a complicated one. It is the shortest available route on foot, from the child's home, measured from the property's address point to the nearest school gate. It is not necessarily the nearest route by car, road or bus. The term 'qualifying school' will, in general, mean the nearest maintained school or relevant faith maintained school to the child's home. **Please check with the School Admissions Team if you are in any doubt.**

2 - Additional support Sefton Local Authority can provide

Taking account of the regulations set out above, relating to minimum qualifying distances, we would also pay travelling expenses in the following circumstances:-

- a) If our medical advisers recommend the child goes to a particular school for special medical reasons.**
- b) If we have agreed to a pupil continuing to go to a qualifying school after the family has left the neighbourhood of that school.**

In general, we will only accept the school the child attended before the change of address if it was a qualifying school, and the pupil has already started in Year 10 or 11 (GCSE curriculum years) and meets the statutory distance criteria, as long as the distance or time taken to travel to the school is not regarded by the Local Authority as excessive and harmful to the pupil.

The child must have moved house once they have started in Year 10 or 11 (not moved during the summer holidays after Year 9). In these cases, we will pay travel expenses until the end of the term in which the pupil sits the final examination.

Unless there are exceptional circumstances, we will not consider the school the child went to before the change of address as being the qualifying school where the pupils have moved address in Years 7-9. We will not pay travel expenses if you choose to keep your child at that school.

- c) For religious reasons (that is, where a child attends the appropriate voluntary aided school which is of the family's own religion).**

In the case of a Catholic family, the qualifying voluntary aided school is, in most cases, the nearest Catholic school which serves the parish in which the family lives or which is designated to admit children from the child's primary school. For example, a Catholic family with a child transferring at age 11 from a Catholic primary school to the qualifying Catholic secondary school could normally expect us to pay travelling expenses for the journey to that secondary school, if the distance travelled is more than three miles walking distance (or between 2 and 15 miles for low income families).

- d) Local Agreements for Maghull, Aintree and Hightown**

There are currently local agreements for residents of the Maghull, Aintree and Hightown areas of Sefton which may include further or different eligibility criteria for home to school transport with regards to qualifying schools linked to catchment areas and /or the safety of walking routes. Details of the specific eligibility criteria for transport for 2016 applicants residing in these areas will be published in the Sefton Home to School transport policy in June 2016.

In the case of active members of the Church of England, children will go to the nearest qualifying Church of England Secondary school as long as it is within reasonable daily travelling distance.

For St Michael's Church of England High School the Local Authority may ask for additional information e.g. a letter from the appropriate minister. This is because some of the feeder Primary Schools for St Michael's CE High School are not Church of England Primary Schools and the Local Authority must establish admission on the grounds of faith in order to establish eligibility for transport. Members of the Jewish Community will attend King David High School in Childwall. In all cases, we need independent proof that your child is involved in the religion concerned, such as a letter from a Minister or an appropriate Faith Leader.

Home to School distances are measured by the Local Authority in accordance with national regulation show in 1. and the Local Authority's agreed protocol for measuring statutory home to school distances.

e) Circumstances when a travel pass/transport would not be provided

There is no entitlement to school transport when parents/carers choose to send their child to a school Other than the nearest qualifying school, except in the case of low income families, see 1 above or were the school has been recommended by the Local Authority medical advisers see 2.

3 - Children living within the statutory walking distances from home to school

This applies to:

Pupils over 11 who live less than three miles from the nearest qualifying secondary school and whose parents apply for us to pay the cost of transport to school.

Pupils over 11 who qualify under the low income criteria who live less than 2 miles from the nearest qualifying school.

When considering whether to pay transport costs, we will consider the age of the pupil and the nature of the route or alternative routes, along which he or she could reasonably be expected to walk to school, accompanied as necessary by a parent or guardian. If we consider that a child cannot use a route on their own, we will take account of whether or not there were any circumstances, which prevented it being reasonably practical for the child to be accompanied.

We will only consider a route, which is maintained by the Local Authority where it is our responsibility to keep it open to the public. We will normally consider a route which involves any of the following features as being suitable for a child to use if he or she is accompanied by a parent or carer

- a) Crossing any main road (for example, a dual carriageway or trunk road) where there are one or more of the following.
 - A school crossing patrol
 - A pelican crossing
 - A pedestrian crossing
 - Traffic lights
 - A pedestrian footbridge
 - A subway
 - A police officer, traffic warden or other responsible adult (for example, a parent or teacher)
- b) As long as the road is maintained by the Local Authority; All unclassified roads (that is, roads which are not A, B or C roads) are regarded as being safe to cross even if there are none of the facilities named in a).
- c) The presence of a pavement in a built-up or rural area.
- d) The presence of street lighting on a route in a built-up or rural area.
- e) As long as the area is maintained by the Local Authority; The use of appropriate passageways which are properly paved and lit.

This policy applies throughout the year as public lighting is altered to meet the changes in daylight hours.

We will not normally consider a route, which involves any of the following as suitable for a child to use:-

- Any pathway not maintained by the Local Authority e.g. privately owned land
- Paths on canal banks for a child of any age
- Footpaths in rural areas will not be regarded as being safe without detailed investigation
- A road system on the approach to a motorway

4 - Travelling arrangements for young people aged 16 and over

The Local Authority does not provide financial support to pupils attending Sixth form or FE provision. Some Schools/Colleges have support funds available to assist pupils with transport costs.

Please contact the school/College directly for more information.

5 - Sustainable Travel & Transport to and from School

Sefton Council promotes the use of sustainable travel and transport to and from school by:

- encouraging every school to develop a travel plan;
- promoting and assisting schools to run travel to school reward schemes, including: Walk to School week, Walking Buses, car sharing and prevention of inconsiderate parking around the school gate;
- continuing to develop the safer routes to school programme which aims to build a safer environment for children walking, cycling and travelling by school transport to and from school.

For further details on travelling to school please visit Merseytravel's website: www.merseytravel.gov.uk

Payment of Transport/Travelling expenses

- Travelling expenses are usually given in the form of an annual travel pass eg Trio Ticket or Arriva bus ticket, where this is cheaper than a separate payment for each journey (unless stated otherwise).
- All families should adopt the most economic method of travelling.
- The Local Authority's responsibility to pay travelling expenses will be in respect of one journey each way on each date on which the pupil attends school.
- The Local Authority sometimes authorises private arrangements with a parent/carer to enable a child to travel to and from school. In these circumstances claims may be made within the amount equivalent to the cost to the Authority of a travel pass by public transport. Payments will be made termly in arrears.

Application forms and further details

You can find the full Home to School Transport Policy and access the relevant application forms on the Sefton Council website at www.sefton.gov.uk/schooltransport

Forms should be returned by the date stated on the application form. Alternatively you can request an application by contacting the Admissions Team by email: admissions@sefton.gov.uk or telephone 0151 934 3590.

Section E - Additional Information

Admission Appeals for transfer to Secondary School

Community, Academy, Free Schools

If you have a child transferring to a Secondary School at the age of 11 and you have been refused a place at any of your preferred school(s), by law you have the right to appeal against the decision.

Either Sefton (or your home Local Authority) will offer your child a place at a Secondary School. If you are not happy with the offer made in your allocation letter you should give us written notice of your appeal within 20 school days of receiving your allocation letter.

For Sefton residents, please return the appeal form, which will be enclosed with your offer/decision letter to:
School Admissions Team, Young People and Families, Town Hall, Oriel Road, Bootle, L20 7AE.

For families residing outside Sefton your home Local Authority will inform you of how you can appeal – Please see page 11 of this booklet for contact details of our neighbouring authorities.

In the normal admissions round appeals will be heard within 40 school days of the deadline for lodging appeals. For late applications appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged. If you have submitted an appeal, the Clerk to the Independent Appeal Panel will normally give you at least 10 school days written notice of the time, date and place of the appeal hearing.

You will receive an appeals information leaflet with the decision letter, explaining the appeals process. The leaflet is also available on the Sefton website at www.sefton.gov.uk/schooladmissions

We encourage you to attend the appeal hearing in person. This gives you the opportunity to present your case and also helps the appeal panel should they have any questions for you.

Statistics for 2013, 2014 & 2015 Appeals for Sefton Community, Academy and Free Secondary Schools are available to view on www.sefton.gov.uk/schooladmissions

Church of England High Schools (Voluntary Aided)

If you have a child transferring to a Secondary School at the age of 11 and the Governing Body of the Church of England High School in question has refused them a place, you will have the right to appeal. Details of how you can appeal are included in the refusal letter we send you. Requests for your appeal to be heard can be made in writing to the Clerk of the Governors at the School who will tell you the time, date and place of your hearing once it has been arranged.

Catholic High Schools (Voluntary Aided)

If you have a child transferring to a secondary school at the age of 11 and the Governing Body of the Catholic High School in question has refused them a place, you will have the right to appeal. Details of how you can appeal will be included in the refusal letter we send you. However, arrangements for your appeal to be heard will be made by the:

Archdiocesan Schools Department

Liverpool Archdiocesan Centre for Evangelisation
Croxteth Drive
Liverpool
L17 1AA

Tel: 0151 522 1071

The Archdiocesan Schools Department will confirm the time, date and place of your hearing once it has been arranged.

Maricourt Catholic High School

In the case of Maricourt Catholic High School only, arrangements for you to appeal can be made by writing to the school.

In-Year Admissions

Applications made for admission to a Sefton school during the academic year for any age group

If you wish to apply for a place at a Sefton School during the academic year, please go to our website where you can access an application form and guidance notes www.sefton.gov.uk/schooladmissions

Alternatively you can contact the Admissions Team at:

School Admissions Team

Schools Regulatory Services, Town Hall, Oriel Road, Bootle L20 7AE

Tel: 0151 934 3590

Email: iyadmissions@sefton.gov.uk

Fair Access Protocol

By law, each Local Authority must have and implement an Admissions Fair Access Protocol. The Fair Access Protocol applies to applications made outside of the normal admissions round and it supports unplaced children and families who have difficulty in accessing a school place or appropriate provision.

The Admissions Team may refer an application for a school place to Sefton's Fair Access Panel, who will review applications and recommend admission to a school or appropriate provision. As the panel meets regularly, this allows a recommendation regarding a school place or relevant education provision, to be made quickly.

Some examples of applications for school places that would be referred to the panel are:

- Sefton pupils requesting a Secondary School transfer in Years 10 and 11 (without a house move);
- Existing Sefton pupils with 85% or less attendance at their current school;
- Children with special educational needs, disabilities or medical conditions (but without a Statement or Education Health & Care Plan);
- Children who have been out of education for two months or more;
- Children who have been permanently excluded from school;
- Children whose parents have been unable to find a place after moving to the area, because of a shortage of places.

For further information regarding Sefton's Fair Access Panel, please contact the Admissions Team.

You will be informed in writing if your application for a school place has been referred through the Fair Access Protocol. You will also be informed of the Fair Access Panel's decision or recommendation. If the decision of the Panel is not to admit a child to your preferred schools, you will still have the right to appeal for a place at those schools.

Attendance & Welfare Service

Regular attendance is essential if children are to succeed in the education system. School life is not always easy. Sometimes things can go wrong which will result in poor attendance. The Attendance & Welfare Service can provide advice and support by establishing links between home and school. They can be contacted at:

Attendance & Welfare Service

Town Hall, Oriel Road, Bootle L20 7AE

Tel: 0151 934 3359

Email: welfare.officers@sefton.gov.uk

In-Year appeals procedure (during the academic year)

Community High Schools, Academy and Free Schools

You may apply for a place for your child at any of the above schools, during the academic year (normally because you have moved into the area). If we have to refuse your request, you have the right to appeal against that refusal, to an Independent Appeal Panel. You should give us written notice of your appeal within 20 school days of receiving your refusal letter. Further details will be included in the refusal letter.

The appeal hearing will take place within **30 school days** of the appeal being lodged. The Clerk to the Independent Appeal Panel will inform you of the time, date and place of the appeal hearing, where the appeal panel will consider your case.

The Clerk to the Independent Appeal Panel will normally give you at least 10 school days notice of the appeal hearing.

You will receive an appeal information leaflet with the decision letter, explaining the appeals process. The leaflet is also available on the Sefton website at www.sefton.gov.uk/schooladmissions

We encourage you to attend the appeal hearing in person. This gives you the opportunity to present your case and also helps the appeal panel should they have any questions for you.

Church of England High Schools – (Voluntary Aided)

Similarly, you may appeal against any decision made by the Governors of a Church of England aided school by writing to the Clerk of the Governors at the school in question.

Catholic High Schools – (Voluntary Aided)

Similarly, you may appeal against any decision made by the Governors of a Catholic aided school by writing to the Liverpool Archdiocese. Details of the Archdiocese can be found on Page 57.

What happens if your appeal is not successful?

Community High Schools, Academy and Free Schools

If your appeal is refused, you do not have the right to a second appeal for the same school during the same academic year unless the Admission Authority accepts a second application from the Appellant because of a significant and material change in the circumstances of the parent, child or school. Examples of a significant and material change in circumstances may include:

- a) If a sibling link has been created at the preferred school, which was not there at the time of the appeal hearing.
- b) You have moved house and the Admission Authority accepts that you can no longer attend the existing school due to the distance.
- c) Where, after at least one term, independent evidence is produced to support the parents' case that your child has not settled in the school. (In such cases the Local Authority would obtain a full report on the child's progress from their school.)

You may, of course, also request a further appeal to be heard if there are other reasons which you feel should be taken into account and these will be given due consideration. If a request for a further appeal is considered and allowed, a fresh appeal may be heard.

However, if a request for a further appeal is denied by the Local Authority no further appeal can take place in the same school year.

If you want to request a further appeal, please write to the School Admissions Team (contact details on Page 3).

What happens if your appeal is not successful? (continued)

Church of England High and Catholic High Schools (Voluntary-Aided)

In the case of Church of England Schools you should contact the school concerned – see Section B for details of all Secondary Schools in Sefton.

In the case of Catholic High Schools (except for Maricourt Catholic High School) please contact the Archdiocese for further information - contact details for the Archdiocese can be found on Page 52.

Help with School Expenses

School Meals

School meals are available to pupils in all our secondary schools. In all schools, a cafeteria service offers a wide choice of meals and other refreshments. You can get more details with regard to menus and costs from individual schools.

Free School Meals

To qualify for Free School Meals families must be in receipt of one of the following benefits

- Income Support
- Income-Based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration & Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you are not also receiving Working Tax Credit and have an annual gross income of £16,190 or less, as assessed by Her Majesty's Revenue and Customs)
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit
- During the initial roll out of the benefit, Universal Credit

You can get more details and an application form from:

Website: www.sefton.gov.uk/freeschoolmeals

Email: education.benefits@sefton.gov.uk

School Admissions & Pupil Support Team

Schools Regulatory Services, Town Hall, Oriel Road, Bootle L20 7AE

Tel: 0151 934 3456

Amendments to information

The information in this booklet relates to the school year 2016-2017. We have done all we can to make sure it is accurate and correct at the time of printing. We may need to make changes from time to time, because of things beyond our control. However, the Local Authority cannot include in this booklet any changes that may come into effect during the school year beginning September 2016.

Glossary

Definitions of terms used in this booklet

The following terms used throughout this booklet are defined as follows, except where individual arrangements spell out a different definition.

If you would like further clarification, please contact the Admissions Team who are always happy to assist. Contact details are given on page 4 of this booklet.

Admissions Authority – This is the body responsible for deciding which pupils are admitted to a school. In Community Schools, this is the Local Authority (LA). In Voluntary Aided (VA) Schools, it is the Governing Body.

Admission number – This is the maximum number of places available at the school for pupils in the new Reception.

Admissions Criteria – This is the method used to allocate places to pupils for a particular school if there are more children wanting places than there are places available. These do vary between the different kinds of school.

Admissions Team – LA officers who implement the admissions criteria and procedures for Community and Voluntary Controlled (VC) Schools, and co-ordinate the offers of places.

Appeal – When it is not possible to offer a place to a child in a particular school, parents have the right to submit an appeal. An appeal hearing normally takes place some weeks later in front of an independent panel. The panel can decide that a place should be offered above the admission number.

Appeal Panel – An independent body, usually of 3 people, who hear admission appeal cases.

Appellant – The person who has submitted an appeal.

Brothers and Sisters or Sibling – Includes step-children, foster children and half-brothers and sisters, adopted brothers and sisters or children of the parent/carer's partner, living in the same family unit at the same address, who attend the school in question, as long as they will be at the school in September 2016.

Co-ordinated Scheme – This is where the Local Authority shares and exchanges school applications with neighbouring Local Authorities in order to offer a school place.

Community Schools – Schools which are run by the Local Authority and the LA is responsible for admissions to these schools.

Distance – Distance will be measured (by the shortest walking route), from the child's home to the nearest school gate. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the Authority at the time of measurement).

If two or more applicants meet the distance criteria exactly (eg they live in the same block of flats or are exactly the same distance away from the school), the Authority will

carry out a random allocation to decide which applicant will be given the place. This will be carried out in a public place with the required names placed in the box. The allocated name will be drawn out by a senior manager within Young People & Families.

Education, Health & Care Plan (EHCP) - A small number of children have special educational needs (SEN). In some cases, a formal document is prepared to make special educational provision to meet the needs of the child or young person and to secure the best possible outcomes for them across education, health and social care. This document is called an Education Health & Care Plan (EHCP). There are different application and appeal procedures for pupils who have an EHCP.

Equal Preference Scheme – This means that each preference expressed by a parent for a school will be considered using that school's individual school admissions criteria.

Local Authority (LA) – This refers to the department within the Local Authority that administers School Admissions. In Sefton this is within Young People & Families.

Looked after Children and previously Looked After Children – These are children and young people (under 18) currently in the care of the Local Authority or are subject to a legal Care Order sharing parental responsibility with the LA. This includes children who were previously looked after but ceased to be so because they became subject to an adoption, residence or special guardianship order.

Online admissions – Using the Sefton website to complete and submit your admissions application form.

Oversubscribed – When there are more pupils wanting a place than there are places available.

Parents/Carers – A parent or carer is any person who has parental responsibility or care of a child.

Sibling – see Brothers and Sisters or Sibling

Statement of SEN – See Education, Health & Care Plan.

Supplementary Information Forms (SIF) – A supplementary information form is the form used to provide Voluntary Aided faith schools with additional information (such as Baptism details). This will enable the school to consider the application under their faith criteria.

Voluntary Aided (VA) Schools – Faith schools linked to a particular Church or parish.

School Admissions Team,
Town Hall, Bootle, L20 7AE.
Tel: 0151 934 3590 Fax: 0151 934 3122

www.sefton.gov.uk/admissions 

Sefton Council 

*If you need this leaflet in a different format or another language,
please contact us on 0151 934 3590 or email us: admissions@sefton.gov.uk*